



Arizona
Department
of Housing

STATE OF ARIZONA PY2022- 2023 HUD ANNUAL ACTION PLAN



1110 W WASHINGTON # 280 PHOENIX, AZ 85007 602-771-1000

Contents

Executive Summary.....	1
AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)	1
PR-05 Lead & Responsible Agencies - 91.300(b)	3
AP-10 Consultation - 91.110, 91.300(b); 91.315(l)	4
AP-12 Participation - 91.115, 91.300(c)	9
Expected Resources	10
AP-15 Expected Resources – 91.320(c)(1,2)	10
Annual Goals and Objectives	18
AP-25 Allocation Priorities – 91.320(d)	23
AP-30 Methods of Distribution – 91.320(d)&(k)	24
AP-35 Projects – (Optional)	42
AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)	43
AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)	44
AP-50 Geographic Distribution – 91.320(f)	45
Affordable Housing	46
AP-55 Affordable Housing – 24 CFR 91.320(g)	46
AP-60 Public Housing - 24 CFR 91.320(j)	47
AP-65 Homeless and Other Special Needs Activities – 91.320(h)	48
AP-70 HOPWA Goals – 91.320(k)(4)	52
AP-75 Barriers to affordable housing – 91.320(i)	53
AP-80 Colonias Actions – 91.320(j)	53
AP-85 Other Actions – 91.320(j)	56
Program Specific Requirements.....	60

PY2022 HUD Annual Action Plan

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Annual Action Plan is required by the U.S. Department of Housing and Urban Development (HUD) for jurisdictions that receive a direct allocation of HUD formula funds from the HUD Office of Community Planning and Development (CPD). CPD formula funds received by the State of Arizona include the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Housing Opportunities for Persons with AIDS (HOPWA), and National Housing Trust Fund (NHTF) programs administered by the Arizona Department of Housing (ADOH), and the Emergency Solutions Grant (ESG) program administered by the Arizona Department of Economic Security (DES).

The ADOH is the State agency responsible for developing the Consolidated Plan and Annual Action Plan. The Consolidated Plan determines priorities, establishes strategic goals, and allocates resources for the HUD CPD programs administered by the ADOH and DES for the 5-year period beginning July 1, 2020 and ending June 30, 2024. This Annual Action Plan describes how HUD CPD funding will be distributed to address the priorities identified in the Consolidated Plan for the year beginning July 1, 2022 and ending June 30, 2023.

The primary purpose of HUD programs administered by the ADOH and DES is to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment and expanded economic opportunities for low-and-moderate income people, households and communities. HUD CPD resources are focused on households at various income levels including: 1) extremely low-income households that have income at or below 30% of the area median income (AMI); 2) very low-income households that have income 31%-50% of AMI; and 3) low-and moderate-income households that have income 51-80% of AMI.

The ADOH vision is a state where individual lives are impacted by the department's commitment to providing the opportunity for people to live the life they love in their own home. The ADOH administers programs for housing partners who apply to the department for funding with the underlying premise that safe, decent, affordable housing and healthy communities are the cornerstone of a rich, vibrant and clean environment that stimulates economic growth and provides the stability necessary for Arizonans to pursue their dreams.

The ADES works with families, community organizations, advocates and state and federal partners to realize our collective vision that every child, adult, and family in Arizona will be safe and economically secure. The ADES Homeless Coordination Office supports statewide efforts to provide community-based services for individuals and families experiencing homelessness.

PY2022 HUD Annual Action Plan

2. Summarize the objectives and outcomes identified in the Plan

The objectives of the Consolidated Plan are based on a housing market analysis, needs assessment, and stakeholder and citizen input. To address infrastructure, facility, housing and services needs with HUD CPD resources, the State established goals and objectives to address needs in seven categories:

1. Community Facilities and Improvements.
2. Public Services.
3. Decent Affordable Housing.
4. Homelessness.
5. Housing and Services for People with HIV/AIDS.
6. Program Administration.

3. Evaluation of past performance

The State of Arizona continues to make progress towards goals established in the 5-year Consolidated Plan. It committed funding to promote community sustainability through improvements to facilities and infrastructure, owner-occupied housing rehabilitation, removal of architectural barriers, development of multi-family rental units, rental assistance, and supportive services to Arizona's low- and moderate-income and most vulnerable residents. Performance is reported annually in the State of Arizona Consolidated Annual Performance Evaluation Report (CAPER).

4. Summary of Citizen Participation Process and consultation process

The PY2022 Annual Plan was made available for public comment from April 1, 2022 to April 30, 2022. A public hearing was held Wednesday April 6, 2022 at 11:00 am. The public comment period and public hearing were announced through an information bulletin and notice on the Arizona Department of Housing website. In addition, newspaper ads were placed in newspapers of general circulation throughout Arizona.

5. Summary of public comments

One commentor suggested that HOME funds be made available for CHDO operating and capacity building costs.

6. Summary of comments or views not accepted and the reasons for not accepting them

All public comments were accepted. The commentor suggesting that HOME funds be made available for CHDO operating and capacity building costs was encouraged to examine the HOME-ARP program, through which those resources were made available.

7. Summary

Citizen and stakeholder consultation included a public hearing and public comment period.

PY2022 HUD Annual Action Plan**PR-05 Lead & Responsible Agencies - 91.300(b)****1. Agency/entity responsible for preparing/administering the Consolidated Plan**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	ARIZONA	Kathy Blodgett, CD&R Programs Administrator
HOPWA Administrator	ARIZONA	Olivia Gutzman, Special Needs Administrator
HOME Administrator	ARIZONA	Ruby Dhillon-Williams, Assistant Deputy Director
ESG Administrator	ARIZONA	Betsy Long, Arizona Dept of Economic Security
Lead Annual Action Plan Contact	ARIZONA	Ruby Dhillon-Williams, Assistant Deputy Director

Table 1 – Responsible Agencies**Narrative**

The Arizona Department of Housing oversees the preparation and administration of the Consolidated Plan and Annual Action Plans.

Consolidated Plan Public Contact Information

Ruby Dhillon-Williams
Assistant Deputy Director, Housing & Community Development
Arizona Department of Housing
1110 West Washington Street, Suite 310
Phoenix, AZ 85007
Phone: 602-771-1010
Email: ruby.dhillon@azhousing.gov

AP-10 Consultation - 91.110, 91.300(b); 91.315(l)**1. Introduction**

ADOH is involved on a continual basis in planning efforts with other State agencies and departments; city, town and county governments; regional councils of government; housing and social service providers; businesses; and citizens. State and local planning bodies often share some component of ADOH's mission to address housing and community development needs for low-income and special needs populations throughout the state.

Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The ADOH and ADES participate in numerous efforts to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies, including:

The Arizona Management System (AMS) is designed to engage employees at all levels in data-driven decision-making and problem solving. AMS includes six key goals - ensuring world class education, driving economic opportunity, championing healthy communities, conserving natural resources, protecting life and property, and accelerating agency performance. The ADOH Director previously chaired working groups, including the long-term housing solutions for homeless and recidivism housing subgroups, out of which emerged 1) the Home Matters to Arizona, a new source of funding that endeavors to increase private contributions to affordable housing, and 2) a housing pilot program for inmates leaving the state prison system. The ADOH Director has also been a member of the efficient government and economy goal councils.

The development of the Arizona State Health Improvement Plan (AzHIP), *Healthy People, Healthy Communities*, is the result of the diligent work of numerous public health professionals, advocates and community stakeholders, including the ADOH. The AzHIP provides a structure and venue to bring together a networked system of partners to align resources and efforts to improve the health of Arizonans and Arizona communities.

The Arizona Housing Coalition is a 200+ member collaborative association that leads efforts to end homelessness and advocate for safe, affordable homes for all Arizonans. The Coalition is committed to championing funding priorities focused on increased development of affordable housing and aligning of resources that address homelessness and housing instability.

PY2022 HUD Annual Action Plan

In collaboration with the Arizona Department of Economic Security Division of Developmental Disabilities, the HUD 811 Project Rental Assistance Program provides rental assistance for people with developmental disabilities through the coordinated effort of public organizations, property owners and managers, and governmental and non-governmental health and service agencies.

The 2014 Arizona Olmstead plan describes in detail how the community, including government and private funding, will come together to address housing needs of people with disabilities. While the majority of Arizonans who are aging and individuals with intellectual and/or physical disabilities are living in integrated settings, they may not be actively engaged and participating in their communities. The working draft of the Arizona Olmstead Plan outlines how the State can support these individuals to find resources through individuals/agencies that provide services. Each state agency actively participates in quarterly meetings to discuss progress made on agency specific action plans, identify strategies to address implementation barriers, and discuss strategies for collaboration.

The Arizona Health Care Cost Containment System works with ADOH to create rental units for people with serious mental illness (SMI). AHCCCS contracts with Regional Behavioral Health Authorities (RHBAs) to provide integrated health care, crisis and housing services for members who have a serious mental illness. Each RHBA has a Housing Coordinator who is engaged with the Continuum of Care (CoC) and the housing system.

The Arizona SOAR (SSI/SSDI Outreach, Access and Recovery) steering committee meets regularly to increase access to disability income benefit programs administered by the Social Security Administration (SSA) for eligible adults who are homeless or at risk of homelessness, have a mental illness and/or a co-occurring substance use disorder, or have a serious physical illness that affects their ability to work at a substantial gainful level.

Provide a concise summary of the state's activities to enhance coordination with local jurisdictions serving Colonias and organizations working within Colonias communities.

There are 64 Arizona designated Colonias in the southern counties of Cochise, Gila, Graham, Greenlee, La Paz, Pima, Santa Cruz, and Yuma, and on the Cocopah, and Tohono O'odham Indian Reservations. The ADOH has developed a process to certify Arizona Colonias to ensure that they comply with federal legislation at Section 916 of the Cranston-Gonzalez Act of 1990 and HUD guidance. The ADOH sets aside 10% of its annual CDBG funds for projects in Colonias with high-priority needs. Colonias typically partner with local government to apply for CDBG Colonias funding, which is made available biennially to facilitate larger awards to address significant water, sewer and/or housing needs in their entirety.

Through a contract with ADOH, regional Councils of Government provide technical assistance to rural communities, including Colonias. The ADOH is also a partner in the Rural Water Infrastructure Committee (RWIC), a partnership of various federal and state agencies that provide loans, grants, and technical assistance to Arizona's rural communities. The RWIC seeks to create a sustainable organization

PY2022 HUD Annual Action Plan

of funders and technical assistance providers who partner to meet the needs of small drinking water and wastewater systems throughout Arizona.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Arizona Department of Housing is the lead agency for the Arizona Balance of State Continuum of Care (AZBOSCOC) for the 13 non-metro counties in the state. The ADOH serves as the collaborative applicant for CoC funds and the Homeless Management Information System (HMIS) lead agency. The State's CoC process brings together local government, community businesses, faith-based organizations, nonprofit organizations and people who are currently or formerly experienced homelessness to develop local solutions to end homelessness. The ADOH annually applies for funding to HUD for projects and programs to address the needs identified through the CoC process.

In 2017, the Arizona Action Plan to End Homelessness Among Veterans was updated to reflect the current needs of communities in each region and build on the success of prior plans. The updated plan incorporated a statewide needs assessment with respect to the homeless services system. Regional summits were conducted in Northern, Central and Southern Arizona, and provided a forum for community partners to express concerns about the landscape of veteran homelessness and shortcomings in services. The plan includes 3 key goals, 3 strategies, and 26 regional objectives.

In early 2022, the Arizona Department of Housing began a series of discussions with Local Coalitions to End Homelessness and the two urban CoCs. These discussions focused on unmet needs of people at risk of and experiencing homelessness. During the coming fiscal year, the results of these discussions will be incorporated into a Plan to Address Homelessness and Homelessness Risk.

Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The State Homeless Coordination Office plans for ESG funding made available in this Annual Action Plan through the ESG Collaborators Group in Maricopa County and directly with all three CoCs in the State (Maricopa Regional, Tucson Pima Collaboration to End Homelessness (TPCH), and Balance of State) to plan for and coordinate funding for the State Emergency Solutions Grant (ESG) program, which is part of the Consolidated Plan. The State ESG program funds objectives that local ESG recipients do not have resources or capacity to address. As a result, in the Maricopa Regional and TPCH CoCs, State ESG funds will generally focus on rapid rehousing, allowing the local CoCs to focus on homelessness prevention. All four ESG activities (outreach, emergency shelter, rapid rehousing, and homeless prevention) are funded for the Balance of State. As part of the coordinated effort with the CoCs, the State Homeless

PY2022 HUD Annual Action Plan

Coordination Office works closely with the ADOH HMIS system to develop reports and procedures that allow all funders to measure and monitor program recipients and determine the best use of Consolidated Plan funds.

2. Agencies, groups, organizations and others who participated in the process and consultations

The ADOH consulted with private, nonprofit and local government stakeholders in the development of this Annual Action Plan. Consultation opportunities were offered to all stakeholders on the ADOH mailing list, including broadband providers, flood management and climate change entities.

Identify any Agency Types not consulted and provide rationale for not consulting

The ADOH offered an opportunity for consultation and consulted with all agency and organization types to identify priorities and needs.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	AZ Dept of Housing	The goals of the Consolidated Plan strategic plan and Continuum of Care share the common goals of preventing and ending homelessness.

Table 2 – Other local / regional / federal planning efforts

Narrative

In addition to Councils of Government that are partners in distributing CDBG funds, the ADOH offered two separate opportunities for the following entities to participate in the process: housing services and assisted housing providers; Public Housing Authorities; health services; social services entities including those serving children, elderly persons, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, homeless, health, education, employment, fair housing; broadband internet providers; entities that narrow the digital divide; health agencies; child welfare agencies; agencies that manage flood prone areas, public land or water resources, and emergency management; other state and local government; and business and civic leaders. The ADOH held a meeting to secure information regarding needs and priorities at the Statewide Annual Housing Forum to receive input into the Annual Action Plan. The Forum was attended by over 400 people and 11 elected to attend the meeting. A public hearing was widely-announced and attended by 24 people.

While the state can provide multiple opportunities for a broad range of organizations and entities to participate in plan development, the state cannot mandate participation and not all entities will elect to participate.

PY2022 HUD Annual Action Plan

Not all agencies that were consulted are entered into the tables due to the cumbersome and time-consuming nature of data entry into the planning suite software; however, a list of participants is attached to the plan.

PY2022 HUD Annual Action Plan

AP-12 Participation - 91.115, 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The ADOH implemented its 2020-2024 Citizen Participation Plan to broaden citizen participation through a public hearing and public comment period. The goals identified in the Consolidated Plan and PY2022 Annual Action Plan reflect input regarding priority needs and investments received through the citizen participation process.

The draft PY2022 Annual Action Plan was available for a thirty-day public comment period from April 1, 2022 to April 30, 2022. A public hearing was held to discuss the Action Plan on Wednesday April 6, 2022 at 11:00 am. To encourage public involvement towards a shared vision of change, the public hearing was provided in a virtual format. In addition to public notices placed in newspapers, the ADOH announced the public comment period and availability of the draft PY2022 Annual Action Plan and related materials through its listserv.

2. Summary of citizen participation process and efforts made to broaden citizen participation in Colonias

The ADOH implemented its 2020-2024 Citizen Participation Plan to broaden citizen participation through a public hearing and public comment period. The goals identified in the Consolidated Plan and PY2022 Annual Action Plan reflect input regarding priority needs and investments received through the citizen participation process.

The draft PY2022 Annual Action Plan was available for a thirty-day public comment period from April 1, 2022 to April 30, 2022. A public hearing was held to discuss the Action Plan on Wednesday April 6, 2022 at 11:00 am. In addition to public notices placed in newspapers, the ADOH announced the public comment period and availability of the draft PY2022 Annual Action Plan and related materials through its listserv.

PY2022 HUD Annual Action Plan

Expected Resources

AP-15 Expected Resources – 91.320(c)(1,2)

Introduction

The State of Arizona has been allocated CDBG, HOME, ESG, HOPWA, and NHTF Consolidated Plan resources from the US Department of Housing and Urban Development in PY2022. For the draft plan and the public hearing, the expected amount available for each program was based on PY2021 allocations as PY2022 allocations had not yet been made. The draft plan and public hearing both emphasized that “when PY2022 allocations are received from HUD, amounts allocated to activities, administration, any required set-asides, and to specific geographies will be proportionately increased or decreased based on the increased or decreased allocation for each program, except that \$2.5 million will be the minimum amount set-aside for HOME-funded owner-occupied housing rehabilitation”. In addition to these HUD CPD resources, the ADOH was allocated \$917,922 of Recovery Housing Program (RHP) Funds. The RHP plan will be released after instructions for the plan are issued by HUD.

PY2022 HUD Annual Action Plan

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	9,729,050	0	0	9,729,050	9,729,050	Community Development Block Grant (CDBG) funds may be used for a variety of activities that meet the needs of LMI residents and communities. Eligible activities include public services, and capital improvements such as infrastructure, facilities, and housing. Each activity must meet a CDBG national objective.

PY2022 HUD Annual Action Plan

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	8,663,850	0	0	8,663,850	17,327,700	HOME Investment Partnership Program (HOME) funds may be used to assist LMI owners and renters through new construction of housing, acquisition and/or rehabilitation of housing, tenant-based rental assistance, and homeownership assistance. 15% of HOME funds are set aside for development activities carried out by specially-formed nonprofit organizations called Community Housing Development Organizations.

PY2022 HUD Annual Action Plan

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	548,760	0	0	548,760	1,097,520	The Housing Opportunities for Persons with AIDS (HOPWA) program funds housing assistance and support services for low-income persons with HIV/AIDS and their families.

PY2022 HUD Annual Action Plan

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	1,598,056	0	0	1,598,056	3,196,112	The Emergency Solutions Grant (ESG) program provides funding to: 1) engage homeless individuals and families living on the street; 2) improve the number and quality of emergency shelters; 3) help operate shelters; 4) provide essential services to shelter residents; 5) rapidly re-house individuals and families experiencing homelessness; and 6) prevent families and individuals from becoming homeless.

PY2022 HUD Annual Action Plan

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HTF	public - federal	Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership	11,533,111	0	0	11,533,111	15,000,000	The National Housing Trust Fund is targeted to building, rehabilitating, preserving, and operating rental housing for extremely low-income people.

PY2022 HUD Annual Action Plan

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

ESG matching requirements are satisfied through allowable costs incurred by sub-grantees, cash donations, and the value of third-party in-kind contributions. HOME matching requirements are met through the acquisition, rehabilitation and production of rental housing.

HUD Consolidated Plan resources are leveraged with numerous federal, state, local and private resources to address the needs identified in this plan. Federal leverage resources from the US Department of Housing and Urban Development include:

1. Continuum of Care funding for emergency and transitional housing, permanent housing placement, essential services, rapid rehousing (rental assistance), and permanent housing in facilities.
2. Veterans Affairs Supportive Housing vouchers for rent subsidies to Veterans experiencing homelessness.
3. Section 811 Project Rental Assistance for housing people with developmental disabilities.

State leverage resources include:

1. Federal and State Low-income Housing Tax Credit financing for developers of affordable rental housing serving low-income households.
2. The Arizona Industrial Development Authority HOME PLUS mortgage program.
3. The Arizona Housing Trust Fund for the 25% HOME match requirement.
4. The Arizona Housing Program Fund and leveraged resources from units of local government for the CDBG match requirement.
5. The Arizona Lottery and General funds to support activities to address homelessness.

Local and private leverage resources include:

1. Federal Home Loan Bank resources that support savings for homeownership and provide financing for affordable housing development and preservation.
2. ESG matching funds from allowable costs incurred by sub-grantees, cash donations, and the value of third-party in-kind contributions.
3. Private equity and financing for the acquisition, rehabilitation and production of rental and owner housing.

PY2022 HUD Annual Action Plan

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The State of Arizona does not have land or property that may be used to address the needs identified in this plan.

PY2022 HUD Annual Action Plan

Annual Goals and Objectives

AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

Goals Summary Information

The ADOH and ADES have established the following goals based on the expected distribution of funds to eligible activities.

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Community Facilities and Improvements	2020	2024	Non-Housing Community Development	State of Arizona FY2020-2024	Community Facilities and Improvements	CDBG: \$6,736,179	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 20000 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 20 Households Assisted Buildings Demolished: 1 Buildings
2	Public Services	2020	2024	Non-Housing Community Development	State of Arizona FY2020-2024	Public Services	CDBG: \$100,000	Public service activities other than Low/Moderate Income Housing Benefit: 1250 Persons Assisted

PY2022 HUD Annual Action Plan

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Decent Affordable Housing	2020	2024	Affordable Housing Non-Homeless Special Needs	State of Arizona FY2020-2024	Decent Affordable Housing	CDBG: \$2,500,000 HOME: \$8,075,448 HTF: \$10,379,800	Rental units constructed: 50 Household Housing Unit Rental units rehabilitated: 5 Household Housing Unit Homeowner Housing Rehabilitated: 110 Household Housing Unit
4	HIV/AIDS Housing and Services	2020	2024	Non-Homeless Special Needs	State of Arizona FY2020-2024	Housing and Services for People with HIV/AIDS	HOPWA: \$493,884	Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted Tenant-based rental assistance / Rapid Rehousing: 30 Households Assisted Homelessness Prevention: 45 Persons Assisted

PY2022 HUD Annual Action Plan

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Homelessness	2020	2024	Homeless	State of Arizona FY2020-2024	Homelessness	ESG: \$1,478,202	Public service activities other than Low/Moderate Income Housing Benefit: 200 Persons Assisted Tenant-based rental assistance / Rapid Rehousing: 100 Households Assisted Homeless Person Overnight Shelter: 200 Persons Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 5 Beds Homelessness Prevention: 100 Persons Assisted
6	Program Administration	2020	2024	Program Administration		Program Administration	CDBG: \$392,871 HOPWA: \$54,876 HOME: \$866,385 ESG: \$119,854 HTF: \$1,153,311	Other: 1 Other

Table 3 – Goals Summary

PY2022 HUD Annual Action Plan

Goal Descriptions

1	Goal Name	Community Facilities and Improvements
	Goal Description	Development of/ improvements to facilities for seniors, youth, persons with disabilities, abused and neglected children, neighborhood facilities, parks/ recreation facilities, child care centers, fire stations/ equipment, health facilities, bus shelters. Development of/ improvements to flood drainage, water/sewer systems, streets, sidewalks, including for housing development. Includes water lines, sanitary/storm sewers, fire hydrants, traffic lights/signs. Development of/ improvements to group homes, emergency shelter/transitional housing facilities (that add beds). Clearance and demolition or movement of buildings to other sites.
2	Goal Name	Public Services
	Goal Description	Services to LMI individuals, including persons experiencing homelessness, seniors, persons with disabilities, youth, domestic violence survivors, people with serious mental illness, people with alcohol/substance use disorders, abused/neglected children, domestic violence survivors.
3	Goal Name	Decent Affordable Housing
	Goal Description	Acquisition and/or rehabilitation of affordable rental housing, including energy-efficiency, disability accessibility improvements, temporary or permanent relocation, permanent supportive housing, transitional housing, HOME CHDO set-aside. Construction of affordable rental housing, including permanent supportive housing, transitional housing, HOME CHDO set-aside. Rehabilitation of housing occupied by LMI owners, including energy-efficiency and disability accessibility improvements.
4	Goal Name	HIV/AIDS Housing and Services
	Goal Description	Essential services, monthly rental assistance and/or security/utility deposits, permanent housing placement, and assistance with rent, mortgage and utilities to prevent homelessness among LMI persons with HIV/AIDS and their families.

PY2022 HUD Annual Action Plan

5	Goal Name	Homelessness
	Goal Description	Rent, mortgage, utility and related assistance to maintain housing stability and prevent homelessness. Essential services including street outreach. Operating support for emergency/transitional shelter. Monthly rental assistance for households experiencing homelessness. Improvements to emergency/transitional shelter (no beds added). Development of or conversion to emergency/transitional shelter. (incl improvements with added beds).
6	Goal Name	Program Administration
	Goal Description	Program Administration, including indirect costs, 1% CDBG technical assistance, and fair housing activities.

PY2022 HUD Annual Action Plan

AP-25 Allocation Priorities – 91.320(d)

Introduction:

Funding allocation priorities for FY2022 are shown in the table below.

Funding Allocation Priorities

	Community Facilities and Improvements (%)	Public Services (%)	Decent Affordable Housing (%)	HIV/AIDS Housing and Services (%)	Homelessness (%)	Program Administration (%)	Colonias Set- Aside (%)	Total (%)
CDBG	59	1	26	0	0	4	10	100
HOME	0	0	90	0	0	10	0	100
HOPWA	0	0	0	97	0	3	0	100
ESG	0	0	0	0	93	7	0	100
HTF	0	0	90	0	0	10	0	100

Table 4 – Funding Allocation Priorities

Reason for Allocation Priorities

The State determines allocation priorities through analysis of needs and demand, historical funding data, and through consultation with public and private partners, units of local government, service providers, and nonprofit and for-profit organizations. All allocations are based on program methods of distribution.

How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?

The proposed funds distribution was determined based on allocation priorities using historical data as reported in the State's Consolidated Annual Performance Report and any planned changes to the uses of funds to address priority needs and specific objectives. All funds are distributed to address priority housing, homelessness, special populations, and non-housing community development needs.

PY2022 HUD Annual Action Plan

AP-30 Methods of Distribution – 91.320(d)&(k)

Introduction:

The State's methods of distribution describe how funds are distributed to subrecipients and units of local government that administer projects and programs using Consolidated Plan resources. These methods of distribution are intended to reach all areas of the State, including both rural and urban areas, where appropriate.

State Program Name:	CDBG
Funding Sources:	CDBG
Describe the state program addressed by the Method of Distribution.	CDBG Eligible activities are found in 24 CFR Part 570.482, as amended and typically involve construction and rehabilitation of public facilities (parks, streets, sewers), owner-occupied housing rehabilitation, and public services such as job training. ADOH plans to utilize no less than seventy percent of CDBG funds for activities that directly benefit persons of low- and moderate-income and no more than thirty percent for addressing community blight or urgent needs. All activities identified as priorities in section SP-25 of the State of Arizona 2020-2024 Consolidated Plan are eligible for funding under this Action Plan.
Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	Applicants must propose projects that are necessary, feasible, financially viable, ready to start, conform to compliance standards, meet a national objective, and result in benefit. Projects must adhere to contracted progress and expenditure timeliness parameters, and address a high priority need. Benefit to low-income persons, preventing or eliminating slum or blight or meeting other urgent community needs must be measurable by the end of the approved contract timeframe.
If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)	All application materials are available on the ADOH website. Additionally, the following handbooks are available: CDBG Application Handbook; CDBG Administration Handbook; ADOH Environmental Review Handbook; ADOH Procurement, Contracts and Acquisition Handbook; and ADOH Section 3 Handbook.

PY2022 HUD Annual Action Plan

<p>Describe how resources will be allocated among funding categories.</p>	<p>The ADOH will retain 2% plus \$100,000 for State administration and 1% for technical assistance. ADOH will provide the 2% required match in non-federal matching funds. Ten percent (10%) of the CDBG project allocation will be set-aside for activities in designated Colonias. Eighty-five percent (85%) of the remaining amount of CDBG funds (after administration, technical assistance and the Colonia set-aside) will be distributed into the Regional Account (RA). The RA is divided into four (4) sub-accounts, one for each of the non-metropolitan Council of Governments (COG) regions. To determine the amount of CDBG funding allocated to each COG's sub account, the State uses a formula based on population and persons in poverty. Regional Account allocations for 2022 are: NACOG - \$2,312,475 (32.53%), WACOG - \$2,770,376 (38.97%), CAG - \$720,831 (10.14%), and SEAGO - \$1,305,950 (18.37%). Each COG region must adopt a Method of Distribution (MOD) and submit it to ADOH for approval. The MOD contains a multi-year schedule indicating how regional CDBG allocations are to be distributed so that all eligible communities within each respective COG region will receive funding. This will allow each community to plan its CDBG projects in advance.</p> <p>After the regional MOD is adopted and approved by the ADOH, local governments identified as eligible to receive funding in the current year must complete applications for funding and route them through the COG to ADOH. The COG reviews each application for completeness, priority project selection, and assists the applicant with rectifying any application deficiencies; the COGs have no discretion to approve or reject applications and must forward all applications to the State.</p> <p>All Regional Account applications are due to ADOH by 4:00 P.M. according to the following schedule: NACOG - June 1 annually; WACOG - July 1 annually; SEAGO - August 1 annually; and CAG - September 1 annually.</p> <p>ADOH will accept the submission of one (1) project application per individual community and no more than three (3) per County for the Regional Account during their funding cycle. ADOH may grant a waiver to Cities and Towns if, through the public participation process, the need for a planning or public service activity in addition to another eligible CDBG</p>
--	--

PY2022 HUD Annual Action Plan

	<p>activity is identified. In this case, ADOH may allow the City or Town UGLG to submit two (2) applications to the Regional Account funding round. A written Waiver Request and support documentation must be submitted to ADOH at least 45 days prior to the Regional Account application deadline. ADOH will not consider waiver requests for any activity types other than a public service or planning grant. If a waiver for a Planning Grant is approved, the UGLG must commit to implementation of the activity in the planning grant with their next awarded CDBG Regional or SSP Application.</p>
--	---

PY2022 HUD Annual Action Plan

<p>Describe threshold factors and grant size limits.</p>	<p>Applications/projects will be funded only if the following threshold criteria are met on the date the application is received by the ADOH: all reporting required by the ADOH is up to date; all monitoring findings have been cleared; recipient is compliant with all current contracts, including all original contract schedules or has obtained ADOH approvals for revisions or amendments to their schedule; recipient has no contracts over the previous three (3) years that have been extended more than once; for all previously-funded projects, environmental clearances have been obtained and scope of work has begun; and recipient has no current contract in which funds have not been drawn for six (6) months. In addition, recipients:</p> <ul style="list-style-type: none"> • With contracts in their twenty-fourth (24th) or greater month must be one hundred percent (100%) complete with the scope of work and CDBG funds must be one hundred percent (100%) expended or de-obligated; • With contracts in their eighteenth (18th) to twenty-third (23rd) month must be seventy-five percent (75%) complete with the scope of work and CDBG funds must be seventy-five percent (75%) expended; • With contracts in their twelfth (12th) to seventeenth (17th) month must be fifty percent (50%) complete with the scope of work and CDBG funds must be fifty percent (50%) expended; and • With contracts in their seventh (7th) to eleventh (11th) month must be twenty-five percent (25%) complete with the scope of work and CDBG funds must be twenty-five percent (25%) expended. <p>The grant size for Regional Account projects is determined by the formulas used for each COG's approved method of distribution. Grant size for Colonia set aside projects is determined by 2 years of pooled ten percent (10%) set asides and then through project application budgets and sources and uses. SSP grant size is a maximum \$500,000 per project.</p> <p>Fifteen percent (15%) of the remaining amount of CDBG funds (after administration, technical assistance and the Colonia set-aside) will be distributed into the competitive State Special</p>
---	---

PY2022 HUD Annual Action Plan

	<p>Projects Account (SSP). All communities eligible to receive funding from the State CDBG program are eligible to apply for SSP funding. Eligible goal categories are: 1) public facilities and improvements, including emergency/transitional shelter facilities that add beds and infrastructure in support of affordable housing development or economic development; 2) rental housing acquisition/rehabilitation or construction; and 3) homeowner housing rehabilitation. Applications must demonstrate that the eligible activity is ready to begin implementation immediately with environmental review requirements completed, Release of Funds issued, land control secured, planning, design and permitting complete and all other related upfront issues resolved. A NOFA will be released and will include the application form and applicable deadlines. The NOFA will indicate any variances in project eligibility, documentation requirements, etc. Projects will be selected for SSP funding through a competitive process in which applications are scored by a rating and ranking system that includes project priority, project need, percentage of low/mod income persons served, project readiness, leveraged funds, and organizational capacity.</p>
<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>Investment of CDBG funds will create suitable living environments, promote sustainability and make housing affordable and accessible. Over the year covered by this plan, ADOH anticipates assisting 25 households and 20,000 persons through investment of CDBG funds.</p>

PY2022 HUD Annual Action Plan

State Program Name:	CDBG Colonias Set Aside
Funding Sources:	CDBG
Describe the state program addressed by the Method of Distribution.	According to Section 916 of the Cranston-Gonzalez Act of 1990, a “Colonia” is any identifiable community that: is located within 150 miles of the US-Mexico border, except within any standard metropolitan statistical area that has a population exceeding 1,000,000; is designated by the State or county in which it is located as a Colonia; is determined to be a Colonia on the basis of objective criteria, including the lack of potable water supply, lack of adequate sewage systems and lack of decent, safe and sanitary housing; and is generally recognized as a Colonia before the enactment of the National Affordable Housing Act of 1990.
Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	HUD mandates the State expend at least ten percent (10%) of its CDBG project allocation in areas designated as Colonias. Colonia funding will be distributed through a competitive application process. The ADOH will issue a funding notice once every two (2) years to solicit projects located in eligible, designated Colonias. Eligible projects include water or sewer infrastructure and substantial housing rehabilitation.
If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)	All Colonia Set Aside application requirements and materials will be available on the ADOH website; in the NOFA; and in the CDBG Application Handbook. Additionally, the following handbooks are available: CDBG Administration Handbook; ADOH Environmental Review Handbook; ADOH Procurement, Contracts and Acquisition Handbook; and ADOH Section 3 Handbook.

PY2022 HUD Annual Action Plan

<p>Describe how resources will be allocated among funding categories.</p>	<p>Water/sewer infrastructure (delivery and/or treatment systems) and substantial housing rehabilitation activities will be considered eligible Colonia set-aside activities.</p> <p>Resources will be allocated based on relative needs using needs assessment data provided in each application.</p> <p>Cities, towns, counties and tribal reservations that contain either geographically defined neighborhoods or unincorporated communities certified as designated as Colonias are eligible to apply for and receive CDBG Colonia Set Aside funding. Maricopa and Pinal Counties, as well as the communities and tribal reservations located within those counties, are excluded from eligibility for Colonias funding. Under this funding, the ADOH is able to serve one eligible designated Colonia in Pima County, although Pima County is not eligible to receive other CDBG funds from ADOH. Should the Pima County population exceed 1 million people, Pima County Colonias will not be eligible.</p>
<p>Describe threshold factors and grant size limits.</p>	<p>The Colonias funding notice will further outline the Colonia Set Aside maximum project funding, application requirements, and the scoring categories that will be used to award projects for Colonias demonstrating the greatest need due to severe water, sewer and housing issues. Other scoring categories will include, but are not limited to, poverty level, leveraged funds, project need, project priority, project readiness, past performance and organizational capacity. An application for Colonia Set Aside funds will not affect a jurisdiction's eligibility for other CDBG funding. CDBG Colonia resources for Federal FY2021 and FY2022 will be combined and will be awarded through one (1) competitive funding round announced through a Notice of Funding Availability (NOFA) in State Fiscal Year 2022.</p> <p>Thresholds are outlined in the NOFA when released as well as in the CDBG Application Handbook. Grant size is limited to the total amount of available funds listed in the NOFA, which is usually equal to two (2) years of CDBG Colonia Set Aside funds at ten percent (10%) per year. This will allow sufficient funding for applicants to address water, sewer or housing related issues in their entirety.</p>

PY2022 HUD Annual Action Plan

What are the outcome measures expected as a result of the method of distribution?	Colonia Set Aside funding will provide accessibility/affordability, promote sustainability and create suitable living environments. It is anticipated that Colonia Set Aside Funds will provide assistance to approximately 2,000 Colonia residents every two (2) years.
--	--

PY2022 HUD Annual Action Plan

State Program Name:	ESG
Funding Sources:	ESG
Describe the state program addressed by the Method of Distribution.	Emergency Solutions Grant (ESG) funds support: Street Outreach Services to people experiencing homelessness; basic shelter and supportive services for people experiencing homelessness in the form of operation costs and direct services for persons living in Emergency Shelters; Homelessness Prevention services to assist individuals and families at risk of losing housing and becoming homeless; and Rapid Re-Housing support for individuals and families who are experiencing homelessness and need assistance to return to housing and independent living. ESG funds also support HMIS data collection, information management and reporting systems and administrative services necessary to coordinate grant activities. ESG funding for Outreach Essential Services and Emergency Shelter will not exceed sixty percent (60%) of the FY2022 grant amount.
Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	The ADES awards ESG funds through a competitive Request for Proposals (RFP) process. Each RFP describes in detail the criteria that will be used to select applications. The criteria may include service methodology, experience and expertise, cost, capacity, and other relevant factors. Contracts are awarded based on the needs of the service area and available service providers.
Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)	The ADES awards ESG funds through a competitive Request for Proposals (RFP) process. Each RFP describes in detail the criteria that will be used to select applications. The criteria may include service methodology, experience and expertise, cost, capacity, and other relevant factors. Contracts are awarded based on the needs of the service area and available service providers.

PY2022 HUD Annual Action Plan

<p>Describe how resources will be allocated among funding categories.</p>	<p>ESG funds are administered through the Arizona Department of Economic Security (DES). The DES retains seven and one-half percent (7.5%) of the grant award for administrative costs. The remaining ninety-two and one-half percent (92.5%) of funds will be allocated as follows: approximately ten percent (10%) for Street Outreach; approximately thirty-five percent (35%) for Emergency Shelter; approximately seven percent (7%) for Homelessness Prevention; and approximately forty-one percent (41%) for Rapid Re-Housing.</p>
<p>Describe threshold factors and grant size limits.</p>	<p>Contracts are awarded based on the needs of the service area and available service providers. There are no grant size limits other than the budget proposals included in the RFP response. One aspect of the review process is assessing the number of people that each provider commits to serve and the projected cost per person served as reflected in the proposed budget.</p> <p>The DES Homeless Coordination Office requires all sub-contractors to adhere to program goals and objectives including serving target populations. Contracts require that at least forty percent (40%) of all rapid re-housing and/or homeless prevention participants represent at least one of the priority population criteria: 1) chronically homeless; 2) disabled; 3) experiencing substance abuse issues; 4) being released from an institution; 5) being released from a substance abuse facility; 6) aging or aged-out of child foster care; 7) domestic violence survivor; 8) youth 18 to 24 years of age; 9) veterans; or 10) sixty-two (62) years of age or older.</p>
<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>ESG funding increases the availability and accessibility of suitable living environments and housing options by providing a wide range of supportive and housing services to persons experiencing homelessness or at risk of homelessness including Street Outreach Services, Temporary Emergency Shelter, and Rapid Re-Housing and Homeless Prevention Services. Approximately 400 people and 200 households will benefit from the investment of ESG resources during the coming year.</p>

PY2022 HUD Annual Action Plan

State Program Name:	HOME
Funding Sources:	HOME
Describe the state program addressed by the Method of Distribution.	The Home Investment Partnership (HOME) program provides funding for local programs that support the construction or rehabilitation of rental housing and the rehabilitation of owner-occupied housing.
Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	Application rounds for the HOME program are announced through a Notice of Funds Availability (NOFA) and applications are selected through a competitive process, on a first-come, first-served basis, or as gap financing to eligible LIHTC projects. Criteria may include readiness, project team capacity, priority populations served and percentage of leverage funds. Competitive point scoring of homeowner housing rehabilitation favors non-entitlement areas outside of Maricopa and Pima Counties.
Describe how resources will be allocated among funding categories.	The ADOH will allocate HOME funding as follows: 10% of the annual allocation for ADOH administrative costs; 15% of the annual allocation for CHDO-eligible rental housing development activities; approximately \$2.5 million to owner-occupied housing rehabilitation; and the remaining funds for rental housing development, including the CHDO set-aside and supportive housing. If CHDO funds remain available, a NOFA strictly for CHDO projects may be released. Additional NOFAs will be released for owner-occupied housing rehabilitation and rental housing development, if necessary.

PY2022 HUD Annual Action Plan

<p>Describe threshold factors and grant size limits.</p>	<p>To be eligible to apply for HOME funds (for any project type) the applicant and all of its team members, with the exception of the applicant's consultant ("Applicant Team") must meet the following performance criteria on all HOME, CDBG and NHTF contracts on the date the application is received by ADOH:</p> <ol style="list-style-type: none"> 1. All reporting required by the ADOH is current; 2. All monitoring findings have been cleared; 3. All fees payable to ADOH are paid; 4. Applicant Team: <ol style="list-style-type: none"> a. Is compliant with all current contracts, including with all original contract project timelines or has obtained ADOH approvals for revisions or amendments to their project timelines; b. Has no existing HOME, CDBG or NHTF contracts in which project completion reports and data have not been submitted and accepted, including occupancy data, by ADOH within sixty (60) days of a final draw; c. Has no current CDBG, HOME or NHTF contract in which funds have not been drawn for six (6) months or twelve (12) months, depending on the activity; d. Has no outstanding or unresolved contractual, property, or beneficiary-related compliance issues; 5. With contracts in their twenty-fourth (24th) or greater month are one hundred percent (100%) complete with Scope of Work, Contract Close-out Report received and approved, and HOME Funds one hundred percent (100%) expended or de-obligated; 6. For all previously funded projects, environmental clearances have been obtained and scope of work has begun; 7. The applicant is an eligible applicant; 8. The activity, project and property type are eligible; 9. Funds are budgeted for eligible uses; 10. Proposed beneficiaries are eligible; 11. The amount of funds invested per unit does not exceed the program limits and is at least \$1,000/unit; 12. Applicant has certified that all development or rehabilitation will meet, at a minimum, all local building codes and the property is properly zoned for the proposed use and meets local ordinances; 13. The applicant (and all of its team members) is not included on the Federal Excluded Parties List located at: www.sam.gov;
---	--

PY2022 HUD Annual Action Plan

	<p>14. The Environmental Review requirements pursuant to 24 CFR Part 58, (up to Part III HUD Appendix A for Single Family Owner-Occupied Rehabilitation) are complete and an Authority to use Grant Funds from HUD or ADOH is provided;</p> <p>15. All funding sources (loans, grants, fee waivers, land donations, etc.) are secured with written binding commitments;</p> <p>16. The project is scheduled to start within ninety (90) days of executing a Funding Agreement with the ADOH, unless waived by the ADOH.</p> <p>Investment/grant sizes are specified in each NOFA and are typically not less than \$250,000.</p>
<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>The State will use its HOME allocation to increase the availability/accessibility and affordability of decent housing and provide suitable living environments for low-income households. ADOH anticipates assisting approximately forty-five (45) homeowner households through housing rehabilitation and ten (10) renter households through rental housing acquisition/rehabilitation and new construction.</p>

PY2022 HUD Annual Action Plan

State Program Name:	HOPWA
Funding Sources:	HOPWA
Describe the state program addressed by the Method of Distribution.	Housing Opportunities for Persons with AIDS (HOPWA) funds provide housing and supportive services for persons with HIV/AIDS and their families. HOPWA funds may be used for acquisition, rehabilitation or new construction of short-term or permanent housing units and may also fund rental assistance, facility operations, housing placement, homelessness prevention, medical and mental health services, chemical dependency treatment, nutritional services, case management and other supportive services.
Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	Project sponsors are selected by ADOH after extensive outreach efforts to local government entities, nonprofits and grassroots organizations. Contracts will be reviewed annually, with additional proposals solicited as necessary.
Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	Project sponsors are selected by ADOH after extensive outreach efforts to local government entities, nonprofits and grassroots organizations. Contracts will be reviewed annually, with additional proposals solicited as necessary.
Describe how resources will be allocated among funding categories.	Three percent (3%) of the annual HOPWA allocation will be retained by ADOH for administration. Grantees will be allowed to utilize seven percent (7%) of the annual allocation for grantee administration costs. The remaining ninety percent (90%) of the annual allocation will be used for rental assistance, homelessness prevention, permanent housing placement, and direct service provision. ADOH will contract with housing providers to administer the HOPWA program within the thirteen (13) non-entitlement counties. Two-thirds (2/3) of HOPWA funding will be utilized for housing assistance and one-third (1/3) will be used for supportive services, including permanent housing placement.
Describe threshold factors and grant size limits.	Contracts are awarded based on the needs in the service area and available service providers. There are no grant size limits.

PY2022 HUD Annual Action Plan

What are the outcome measures expected as a result of the method of distribution?	ADOH will utilize HOPWA funds to increase the availability/accessibility and affordability of suitable living environments and decent housing through organizations that provide planning for housing needs, education, and access to essential community resources. Approximately fifty (50) people are anticipated to be served using available HOPWA funds.
--	--

PY2022 HUD Annual Action Plan

State Program Name:	National Housing Trust Fund
Funding Sources:	NHTF
Describe the state program addressed by the Method of Distribution.	The National Housing Trust Fund (NHTF) program provides funding for local programs that support the construction or rehabilitation of rental housing affordable to extremely low-income households.
Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	Application rounds for the NHTF program are announced through a Notice of Funds Availability (NOFA) and applications are selected through a competitive process, on a first-come, first-served basis, or as gap financing to LIHTC and non-LIHTC projects when projects identify eligible gaps. Criteria may include: 1) demand; 2) capacity, experience and past performance of applicant; 3) extent to which units are affordable to extremely-low income individuals and families; 4) project readiness; 5) sustainable development (energy efficiency); 6) the duration of the affordability period; and 7) the extent to which the project leverages non-federal funding sources.
Describe how resources will be allocated among funding categories.	The ADOH will allocate NHTF funding as follows: 10% of the annual allocation for ADOH administrative costs and 90% of the annual allocation for the construction or rehabilitation of rental housing affordable to extremely low-income households.

PY2022 HUD Annual Action Plan

<p>Describe threshold factors and grant size limits.</p>	<p>To be eligible to apply for NHTF, the applicant and all of its team members, with the exception of the applicant’s consultant (Applicant Team) must meet the following performance criteria on all HOME, CDBG and NHTF contracts on the date the application is received by ADOH:</p> <ol style="list-style-type: none"> 1. All reporting required by the ADOH is current; 2. All monitoring findings have been cleared; 3. All fees payable to ADOH are paid; 4. Applicant Team: <ol style="list-style-type: none"> a. Is compliant with all current contracts, including with all original contract project timelines or has obtained ADOH approvals for revisions or amendments to their project timelines; b. Has no existing HOME, CDBG or NHTF contracts in which project completion reports and data have not been submitted and accepted, including occupancy data, by ADOH within sixty (60) days of a final draw; c. Has no current CDBG, HOME or NHTF contract in which funds have not been drawn for six (6) months or twelve (12) months, depending on the activity; d. Has no outstanding or unresolved contractual, property, or beneficiary-related compliance issues; e. With contracts in their twenty-fourth (24th) or greater month are one hundred percent (100%) complete with Scope of Work, Contract Close-out Report received and approved, and HOME Funds one hundred percent (100%) expended or de-obligated; 5. For all previously funded projects, environmental clearances have been obtained and scope of work has begun; 6. The applicant is an eligible applicant; 7. The activity, project and property type are eligible; 8. Funds are budgeted for eligible uses; 9. Proposed beneficiaries are eligible; 10. The amount of funds invested per unit does not exceed the program limits and is at least \$1,000/unit; 11. Applicant has certified that all development or rehabilitation will meet, at a minimum, all local building codes and the property is properly zoned for the proposed use and meets local ordinances; 12. The applicant (and all of its team members) is not included on the Federal Excluded Parties List located at: www.sam.gov;
---	---

PY2022 HUD Annual Action Plan

	<p>13. The Environmental Review requirements pursuant to 24 CFR Part 50 are complete;</p> <p>14. All funding sources (loans, grants, fee waivers, land donations, etc.) are secured with written binding commitments;</p> <p>15. The project is scheduled to start within ninety (90) days of executing a Funding Agreement with the ADOH, unless waived by the ADOH.</p> <p>Investment/grant sizes are specified in each NOFA and are typically not less than \$250,000.</p> <p>Maximum NHTF investments are specified in each NOFA.</p>
What are the outcome measures expected as a result of the method of distribution?	<p>The State will use its NHTF allocation to increase the availability/accessibility and affordability of decent housing and provide suitable living environments for low-income households. ADOH anticipates assisting approximately thirty-six (36) households at or below thirty percent (30%) AMI with rental construction or rehabilitation.</p>

Discussion:

These methods of distribution allow the State to address housing, community development and homelessness needs throughout Arizona. CDBG funds are distributed to non-entitlement jurisdictions on both a competitive basis and a non-competitive basis to ensure all eligible communities can receive funding for the most important CDBG-eligible activities in their communities. HOME funds are distributed statewide for rental development and owner-occupied housing rehabilitation on a competitive basis, first-come, first-served or LIHTC gap financing for rental development. Scoring for owner-occupied housing rehabilitation slightly favors CDBG and HOME non-entitlement areas. ESG funds are distributed on a competitive basis targeted to areas with a higher percentage of homeless populations. HOPWA project sponsors are selected by ADOH after extensive outreach efforts to local governmental entities, non-profits and grassroots organizations, and contracts reviewed annually. NHTF funds are distributed statewide through a Notice of Funds Available process that may be competitive, first-come, first-served or gap financing for LIHTC projects.

AP-35 Projects – (Optional)**Introduction:**

Project-level detail is not required for a State grantee's Annual Action Plan. Once the State of Arizona has allocated funding via its Method of Distribution, it will add projects for the program year.

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The State determines allocation priorities through analysis of needs and demand, historical funding data, and through consultation with public and private partners, units of local government, service providers, and nonprofit and for-profit organizations.

Rapid population growth combined with inadequate funding to address the huge existing unmet need for affordable housing, housing rehabilitation, public facilities and improvements, and public services, and a scarcity of capacity in many rural areas are the primary obstacles to meeting underserved needs.

The long-term economic impacts of the COVID-19 pandemic are unknown and may present continuing obstacles to addressing underserved needs.

AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)

Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?

No

Available Grant Amounts

Not applicable.

Acceptance process of applications

Not applicable.

AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)

Will the state allow units of general local government to carry out community revitalization strategies?

Yes

State's Process and Criteria for approving local government revitalization strategies

The ADOH will allow units of general local government to carry out community revitalization strategies. The ADOH provides detailed community revitalization strategy criteria and forms in its CDBG Application Handbook, which is available on the ADOH website. The ADOH will approve a community revitalization strategy to the degree it addresses the following HUD regulatory criteria: 1) consultation; 2) boundaries; 3) rationale; 4) demographic criteria; 5) program linkages; 6) economic conditions; 7) strategy assessment; 8) timeline; and 9) proposed performance measures.

AP-50 Geographic Distribution – 91.320(f)

Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed

The State of Arizona does not provide specific geographic target priorities for allocating investments for the programs that it administers. Consolidated Plan resources are distributed following the methods of distribution described in section AP-30 of this plan.

By regulation, CDBG funds are allocated to all non-entitlement Units of General Local Government outside of Maricopa, Pima and Pinal counties, the cities of Casa Grande, Douglas, Flagstaff, Prescott, Sierra Vista and Yuma, and communities participating in the Pinal County CDBG Urban County. HOME, ESG and NHTF funds are allocated statewide. HOPWA funds are allocated to the Arizona Balance of State.

Geographic Distribution

Target Area	Percentage of Funds
State of Arizona FY2020-2024	100

Table 5 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The State of Arizona does not provide specific geographic target priorities for allocating investments for the programs that it administers. Consolidated Plan resources are distributed following the methods of distribution described in section AP-30 of this plan.

By regulation, CDBG funds are allocated to all non-entitlement Units of General Local Government outside of Maricopa, Pima and Pinal counties, the cities of Casa Grande, Douglas, Flagstaff, Prescott, Sierra Vista and Yuma, and communities participating in the Pinal County CDBG Urban County.

Discussion

Although no specific geographic target priorities are established by the State, funding is allocated to address areas of greatest need and the needs determined by communities through their public participation processes.

Affordable Housing

AP-55 Affordable Housing – 24 CFR 91.320(g)

Introduction:

Annual Affordable Housing goals are indicated in the table below for the number of homeless, non-homeless, and special needs households, and for the number of affordable housing units that will be provided by program type, including production of new units, rehabilitation of existing units or acquisition of existing units. Goals include ESG Homeless Prevention and Rapid Re-housing, and HOME and NHTF activities.

One Year Goals for the Number of Households to be Supported	
Homeless	200
Non-Homeless	115
Special-Needs	50
Total	365

Table 6 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	200
The Production of New Units	50
Rehab of Existing Units	115
Acquisition of Existing Units	0
Total	365

Table 7 - One Year Goals for Affordable Housing by Support Type

Discussion:

The State annually distributes approximately \$16 million in HUD Formula grant funds to address the needs of households for rental assistance, affordable rental housing, and decent owner housing.

AP-60 Public Housing - 24 CFR 91.320(j)**Introduction:**

The ADOH and its PHA Division do not own or manage any public housing. The PHA manages an extremely small Housing Choice Voucher program confined to Yavapai County and one that requires in-kind contributions from the State to administer. The PHA also has monitoring and compliance oversight of approximately 114 federally-financed properties (through the competitively awarded HUD Project-Based Contract Administration award).

The State of Arizona does not own or operate public housing and has no jurisdiction or authority to involve itself in the actions of local public housing authorities regarding public housing resident involvement in management or homeownership. The ADOH may provide planning support and technical assistance to public housing authorities upon request. Public housing residents may avail themselves of the State's HOME PLUS mortgage resources when they are prepared to enter into homeownership.

Actions planned during the next year to address the needs to public housing

The State may provide planning support and technical assistance to public housing authorities upon request.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The State of Arizona may provide planning support and technical assistance to public housing authorities upon request. Public housing residents may avail themselves of the State's HOME PLUS mortgage resources when they are prepared to enter into homeownership.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable.

Discussion:

The ADOH and its PHA Division do not own or manage any public housing. The PHA manages an extremely small Housing Choice Voucher program confined to Yavapai County and one that requires in-kind contributions from the State to administer. The PHA also has monitoring and compliance oversight of approximately 114 federally-financed properties (through the competitively awarded HUD Project-Based Contract Administration award).

AP-65 Homeless and Other Special Needs Activities – 91.320(h)**Introduction**

This section describes how the state conducts outreach and assesses the individual needs of people experiencing homelessness, addresses their emergency and transitional housing needs, and helps them to transition to and sustain stable housing.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Arizona's three Continua of Care conduct coordinated outreach activities through partnerships with community partners. In each region, the Continuum and service delivery systems utilize outreach teams, first responders and crisis and medical agencies to reach people who are unsheltered. Outreach workers are trained to conduct VI-SPDAT screening in the field and use progressive engagement strategies with unsheltered individuals to encourage engagement with shelter, supportive housing, other available housing resources, and support services. Special initiatives have been adopted through these community partners to respond to current priorities, which include ending veteran homelessness and ending chronic homelessness.

The Arizona StandDown Coalition has been formed to share and spread resources to smaller communities for StandDown events to reach homeless veterans throughout the State. Larger initiatives are being led by counties and cities in the metropolitan areas of Phoenix, Mesa and Tucson to focus on ending chronic homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

All three Arizona Continuums of Care conducted a point-in-time sheltered and unsheltered count in early 2022. Data from these counts will be released during the summer of 2022. Preliminary data suggests a continuing increase in chronic homelessness, including among families, dramatic increases in unsheltered homelessness, increasing youth homelessness, and near 100% occupancy of beds. Near one-hundred percent occupancy indicates more beds and services are needed throughout Arizona for single adults, youth, and people experiencing chronic homelessness.

While the State of Arizona has adopted an aggressive rapid re-housing approach to move individuals and families out of emergency shelters and into permanent housing, the tight rental market and increasing rents continue to challenge service providers as they assist households on their journey to self-sufficiency. ADOH and ADES contracts for rapid re-housing emphasize priority targets including chronically homeless, veterans, youth between the ages of eighteen (18) and twenty-four (24), domestic

PY2022 HUD Annual Action Plan

violence survivors, and persons exiting an institutional setting or substance abuse program. All three (3) Continua are focusing performance measures on improving length of stay.

The State Homeless Coordination Office works through the ESG Collaborators Group in Maricopa County and directly with all three CoCs in the State (Maricopa Regional, Tucson Pima Collaboration to End Homelessness (TPCH), and Balance of State) to plan for and coordinate funding. The ADES also holds regular COFFEE TALK hours that are available virtually to any individual or organization wishing to attend.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The State of Arizona follows *Home, Together: The Federal Strategic Plan to Prevent and End Homelessness*, released in 2018. ADOH continues to fund Rapid Rehousing in all three Continuums, increasing permanent housing options for another 925 households. The entire State (all three Continuums) has adopted a statewide common assessment tool and developed a statewide shared database of permanent supportive housing, affordable housing, and tax credit supported housing options. Through commitment to improve outreach and assessment tools, the DES State Homeless Coordination office works to effectively end unsheltered homelessness for people who are experiencing chronic homelessness.

Arizona's efforts to end homelessness are driven by the following goals and objectives:

END CHRONIC HOMELESSNESS AMONG PEOPLE WITH DISABILITIES: 1) Arizona is moving 150 chronically homeless individuals or families into permanent housing each year; 2) Arizona's three Continua have adopted and implemented a common assessment tool, the VI-SPDAT for individuals, families, and youth, to prioritize housing placement based on vulnerability; 3) support, monitor, and assess all pilots for centralized intake to prioritize chronically homeless individuals for placement and to evaluate outcomes; and 4) develop a statewide shared database of permanent supportive housing, affordable housing and tax credit supported housing options.

END HOMELESSNESS AMONG VETERANS: 1) Ensure all mainstream and community resources identify veteran status and connect veterans to additional veteran resources; 2) target and prioritize use of Housing and Urban Development (HUD) VASH housing vouchers towards chronically homeless veterans; 3) continue the collaborative efforts with all three VA Health Care Services within the state to provide better care and quicker access to permanent housing; and 4) continue technical assistance to VA Health

PY2022 HUD Annual Action Plan

Care Services to input data on VASH Households into the HMIS.

CONTINUE WORK TO PREVENT AND END HOMELESSNESS FOR FAMILIES WITH CHILDREN, UNACCOMPANIED YOUTH, AND ALL OTHER INDIVIDUALS: 1) Develop common reporting standards for family units versus beds to determine housing needs; 2) adopt a common definition of homeless youth; and 3) add 100 units of permanent supportive housing to the housing system each year for the next ten (10) years.

DEVELOP MEASUREMENT STANDARDS, DATA COLLECTION, AND ACCURATE REPORTING SYSTEMS: 1) Organize a comprehensive statewide street and shelter survey to establish baseline data for future comparison and research; 2) establish common definitions, methodology, measurement tools, and reporting standards to be compiled into standardized reports by the three (3) Continua of Care; and 3) analyze the Longitudinal Statistical Analysis Reports (LSA) and the HUD System Performance Measure reports to determine if the system changes are resulting in increased households becoming housed and stabilized in their housing.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The DES Homeless Coordination Office requires all sub-contractors to adhere to program goals and objectives including serving target populations. Contracts require that at least forty percent (40%) of all rapid re-housing and/or homeless prevention participants represent at least one of the priority population criteria: 1) chronically homeless; 2) disabled; 3) experiencing substance abuse issues; 4) being released from an institution; 5) being released from a substance abuse facility; 6) aging or aged-out of child foster care; 7) domestic violence survivor; 8) youth 18 to 24 years of age; 9) veterans; or 10) sixty-two (62) years of age or older.

Sub-contractors are also required to adhere to standard performance measures and outcomes designed to assure positive exit destinations and help low-income individuals and families avoid becoming homeless:

General Performance Measures

- At least 98% percent of households that exit the program have data entered with exit

PY2022 HUD Annual Action Plan

destinations in the Case Management file and in HMIS within five (5) days of program exit.

- HMIS Data Completeness and Data Quality do not fall below 98%.
- Enter all data into HMIS within the specific CoC guidelines.

Rapid Rehousing Performance Measures

- At least 60% of Rapid Rehousing households that exit the program have Positive Exit Destinations;
- At least 75% percent of households served through Rapid Rehousing remain in housing for six (6) months after rental subsidy ends.
- At least 75% percent of households served through Rapid Rehousing will increase or maintain their income through employment or receipt of benefits.

Emergency Shelter Performance Measures

- Increase known exit destinations for individuals in HMIS by 5% annually until known destinations reach 60%.
- At least 60% of Emergency Shelter households exit to Positive Exit Destinations.

Homeless Prevention Performance Measures

- At least 50% of Homeless Prevention households that exit the program have Positive Exit Destinations entered into HMIS.
- At least 50% of Homeless Prevention households maintained their Positive Exit Destinations for four (4) months after rental subsidy ends.

Discussion

The statewide adoption of the VI-SPDAT tool, ADOH's hiring of a full-time Balance of State Continuum of Care Coordinator, and working to build strong Local Coalitions to End Homelessness have greatly improved Arizona's progress towards addressing its goals and improving data collection and reporting standards. The Arizona Departments of Housing and Economic Security are working together to plan, improve, and address services and housing for persons experiencing homelessness and chronic homelessness.

PY2022 HUD Annual Action Plan

AP-70 HOPWA Goals – 91.320(k)(4)

One-year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	45
Tenant-based rental assistance	30
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	75

AP-75 Barriers to affordable housing – 91.320(i)**Introduction:**

As a state settled during western expansion, Arizona has always had a strongly individualistic disposition. It was founded during the heart of the progressive movement, and its 1912 constitution reflects the desire of reformers to prohibit special legislation and ensure the rights of localities to exercise exclusive jurisdiction over purely local matters. It granted municipalities with 3,500 people or more the right to create their own city charters. That local autonomy is an established, deeply engrained and cherished practice in Arizona. Planning, zoning and building codes are governed by Arizona Revised Statutes Title 11, Chapter 6 for counties and ARS Title 9, Chapter 4 for cities and towns, which allows for local selection of building codes.

Other State legislation restricts the ability of localities to utilize land use and zoning requirements to encourage affordable housing development. The Private Property Rights Act of 2006 requires local governments to compensate a private property owner if the value of a person's property is reduced by the enactment of a land use law. Under this Act, downzoning or changing zoning to permit less intensive development is difficult to accomplish in Arizona. Property owners must either waive their entitlements voluntarily or be compensated for the reduction in value of their property. Passed in 2015, Senate Bill 1072 amended municipal and county land use and zoning requirements. The bill prohibited requiring affordable housing in a zoning code (inclusionary zoning) but does not limit the use of an incentive, density bonus or other voluntary provision or condition designed to increase the supply of moderate or lower cost housing. In addition, Arizona's constitution includes a gift clause that prohibits state and local governments from giving financial gifts to private entities, which effectively restricts the use of public lands from being utilized for the development of affordable housing under most circumstances.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The Arizona Legislature is creating a study committee to examine the state's housing crisis. Housing Bill 2674 was initially introduced to create a standardized set of statewide zoning rules that attempted to override state laws that devolve housing regulation to counties and municipalities. The bill was revised to instead create a committee to study the issue more deeply. The 10-member committee will be submitting a report of their findings during the next year.

The ADOH will continue to invest in housing development, rehabilitation and assistance to first-time homebuyers. The ADOH will also continue to publicize information to assist in breaking down stereotypical misconceptions about affordable and multi-family housing.

AP-80 Colonias Actions – 91.320(j)**Introduction**

There are 64 Arizona designated Colonias in the southern counties of Cochise, Gila, Graham, Greenlee, La Paz, Pima, Santa Cruz, and Yuma, and on the Cocopah, and Tohono O’odham Indian Reservations. The ADOH has developed a process to certify Arizona Colonias to ensure that they comply with federal legislation at Section 916 of the Cranston-Gonzalez Act of 1990 and HUD guidance. The ADOH sets aside 10% of its annual CDBG funds for projects in Colonias with high-priority needs. Colonias typically partner with local government to apply for CDBG Colonias funding, which is made available biennially to facilitate larger awards to address significant water, sewer and/or housing needs in their entirety.

Most Arizona Colonias were built on a legal loophole that allows a property owner to subdivide property up to five times before triggering subdivision regulations that require roads, utilities, and other amenities. This form of subdivision in Arizona is known as 'wildcat', and has been heavily criticized for passing to the public costs for roads, utilities, and other amenities that would otherwise be borne by the developer and purchaser.

Actions planned to address obstacles to meeting underserved needs

The largest obstacle to meeting underserved needs in Colonias is funding. ADOH will issue a funding notice once every two (2) years to solicit projects located in eligible, designated Colonias. All cities, towns, counties and tribal reservations that contain either geographically defined neighborhoods or unincorporated communities designated as Colonias and that are eligible to receive CDBG Colonia Set-Aside funding through ADOH are eligible to apply for these funds. Maricopa and Pinal Counties, as well as the communities and tribal reservations in those counties, are excluded from eligibility for State Colonias funding. ADOH is able to serve eligible designated Colonias in Pima County, although the county is not eligible to receive other CDBG funds from ADOH.

Actions the state plans to take to reduce the number of poverty-level families

Arizona’s Colonia set-aside primarily funds water and wastewater treatment as these have been identified as the highest priority issues affecting Arizona Colonias. Colonias funding is awarded through a competitive process once every two years and allows potential for sufficient funding to complete very large projects. Scoring criteria emphasizes demonstrated need, poverty statistics and whether the project will completely eliminate issues relating to water, wastewater and housing within the Colonia. Addressing these issues improves sustainability and quality of life issues for residents who could not afford to pay increases in water or sewer service fees that would be required if the community were trying to fund improvements using other resources.

Actions the state plans to take to develop the institutional structure

The State of Arizona has a partnership with the regional Councils of Governments (COGs) in Arizona

PY2022 HUD Annual Action Plan

to provide both technical and administrative assistance to CDBG-eligible grantee communities, including Colonias. Working with the Arizona Balance of State COC (which includes areas of the State where Colonias are common), ADOH encourages the publication of the availability of homelessness services. Families that are “doubled-up” or otherwise possibly at risk of homelessness are provided information about available services in the areas closest to the Colonia.

Specific actions the state plans to take to enhance coordination between public and private house and social service agencies

The Arizona Department of Housing hosts an Arizona Housing Forum. The Forum is a two (2) day professional housing conference that studies recent trends and ideas in affordable housing, addresses more common issues in discussion-oriented sessions, and provides opportunities for housing and social service agencies to form relationships and potential partnerships.

Discussion

The State began offering Colonia Set Aside funding through a competitive process combining two years of Colonia set-aside funds in 2010. By combining two years of funding, large-scale projects can be implemented to positively impact the lives of thousands of Colonias residents. The State has found this to be a successful method of distributing funds to Colonias and will continue this method in the future.

AP-85 Other Actions – 91.320(j)**Introduction:**

This section discusses the State's efforts to address underserved needs, expand and preserve affordable housing, reduce lead-based paint hazards, develop institutional structure for delivering housing and community development activities, and addressing impediments to fair housing choice.

Actions planned to address obstacles to meeting underserved needs

Rapid population growth combined with inadequate funding to address the huge existing unmet need for affordable housing, housing rehabilitation, public facilities and improvements, and public services, and a scarcity of capacity in many rural areas are the primary obstacles to meeting underserved needs. The state will continue to encourage agencies and units of government to seek private and public funding opportunities to leverage Consolidated Plan resources, complete projects, and serve a larger number of beneficiaries.

Actions planned to foster and maintain affordable housing

The ADOH will continue to invest in affordable and sustainable rental and homeownership programs to foster and maintain affordable housing.

Actions planned to reduce lead-based paint hazards

The Arizona Department of Housing's long-term goals to address lead-based paint hazards include: collaborating with units of local governments to reduce housing-related lead-based paint hazards, especially for low-income families with children; encouraging risk assessment for lead-based paint as part of every home inspection; and referring families with children to the Arizona Department of Health Services, Office of Environmental Health for blood testing if lead-based paint is found in units proposed for rehabilitation. The Arizona Department of Health Services maintains the lead exposure registry for Arizona. The program develops lead poisoning prevention programs, investigates cases with elevated blood lead levels and conducts educational outreach activities. The Arizona Lead Poisoning Screening Coalition and the Arizona Department of Health Services recommend screening children six (6) years of age and younger according to the Childhood Lead Poisoning Targeted Screening Plan. These steps will hopefully prove important in assuring the long-term health and stability of lower-income children who may be exposed to lead-based paint.

The State of Arizona will encourage training, education and other resources related to lead-based paint hazards, and will require that grantees and sub grantees utilize staff and contractors that have the appropriate training and certification.

PY2022 HUD Annual Action Plan

Actions planned to reduce the number of poverty-level families

ADOH's approach to reducing the number of poverty level families includes: 1) addressing the needs caused by poverty; 2) increasing the supply and availability of decent, safe and affordable housing for low-income families; and 3) increasing the effectiveness of existing programs through better collaboration and increased efficiency of implementation. The ADOH will focus on the provision of affordable housing and needed community development programs and projects, especially in rural areas of Arizona. The ADOH will also work to strengthen its partnerships with the DES, the Community Services Administration, the Family Assistance Administration, the Aging and Adult Administration, the Arizona Early Intervention Program, the Arizona Department of Health Services, the Arizona Health Care Cost Containment System, the Arizona Department of Veterans Services, and the Arizona Commerce Authority. These agencies and organizations encourage stabilization of people in crisis, and fund services for special needs populations, quality early education, and job retention, training and creation to help lift people out of poverty and reduce generational poverty.

Actions planned to develop institutional structure

The ADOH is a department of Arizona State government. ADOH is headed by a Governor-appointed director who oversees all activities of the agency, including the provisions of this plan. The ADOH meets its mission and addresses the needs identified in the Consolidated Plan through collaboration with other State agencies, and activities implemented by its program partners, including units of local government, public housing agencies, and nonprofit, for-profit and tribal organizations.

The implementation of activities using Consolidated Plan and leverage resources requires capacity among ADOH program partners across Arizona's vast geographic area and in its many small rural communities. It is challenging for nonprofit providers in rural Arizona to maintain a consistent, physical presence in many communities, and providers often experience higher than average rates of employee attrition leading to capacity problems. The shortage of providers is compounded by the inability of many lower-income households to travel for services. The ADOH will continue its efforts to network with organizations that serve low-income and vulnerable populations through the Continuum of Care.

Independently and with the assistance of the rural COGS, units of local government utilize CDBG funds to address important community needs, although consensus regarding the most important needs is not always agreed upon and therefore action is sometimes limited. The ADOH will continue to work with rural COGS to provide technical and administrative assistance to units of government and to facilitate the targeting and distribution of CDBG funds.

The private sector is an important collaborator in the services and programs that address priority needs. The private sector brings additional resources and expertise that can be used to supplement existing services or fill gaps in the system. Lenders, affordable housing developers, business and economic development organizations and private service providers offer a variety of assistance to residents such

PY2022 HUD Annual Action Plan

as health care, small business assistance, home loan programs and supportive housing, among others.

There are 22 federally-recognized tribes in the State of Arizona. The tribes within Arizona are vastly different from one another and are recognized as self-governing entities that regulate laws under their respective tribal jurisdictions. Some tribes regularly work with the ADOH to access resources to address housing needs. In addition, sixteen tribes currently receive the Indian Housing Block Grant for development and maintenance of existing housing. The formula-driven grant was enacted in 1996 and is based on various factors that include population, poverty, current assisted stock and overcrowding conditions. The ADOH will continue to work with tribes who submit successful applications for ADOH funding.

Actions planned to enhance coordination between public and private housing and social service agencies

The ADOH is committed to continuing its participation and coordination with federal, State, regional and local agencies, and with the private and nonprofit sectors to serve the needs of low-income Arizonans. The Arizona Department of Housing hosts the Arizona Housing Forum. The Forum is a two-day professional housing conference that studies recent ideas and trends in affordable housing, addresses common issues in discussion-oriented sessions, and provides opportunities for public and private organizations to build relationships and potential partnerships.

Discussion:

The ADOH 2020 Analysis of Impediments to Fair Housing Choice identified five (5) impediments to fair housing choice in the Arizona Balance of State:

1. Housing Discrimination;
2. Education and Awareness;
3. Geographic Concentrations;
4. Lending Discrimination; and
5. Availability of Quality Affordable Housing.

To address identified impediments, during FY2022, the ADOH will:

1. Track fair housing complaint and inquiry information and actions taken to address impediments and incorporate these into its Consolidated Annual Performance Report.
2. Continue fair housing education and outreach efforts through ADOH-contracted agencies.
3. Continue to fund organizations that provide disability accessibility improvements for homeowners.
4. Examine methods to fund disability accessibility improvements for renters in existing units.
5. Continue to require affirmative marketing plans for HUD CPD-assisted developments to ensure they are marketed to those least likely to apply.

PY2022 HUD Annual Action Plan

6. Request the Governor adopt a proclamation declaring April to be observed as Fair Housing Month.
7. Maintain a Fair Housing page on the ADOH website.
8. Publish materials that may assist in breaking down stereotypical misconceptions about affordable and multi-family housing.
9. Utilize social media to expand awareness of fair housing and housing discrimination.
10. Expand access to the affordable housing rental stock and accessible affordable rental stock through owner-occupied housing rehabilitation, rental housing rehabilitation, and rapid rehousing.
11. Examine the prioritization of CDBG State Special Projects funding to activities that develop or rehabilitate affordable housing and shelters for people experiencing homelessness.
12. Explore expanding CDBG housing rehabilitation activities to include the rehabilitation of smaller properties owned and operated by nonprofit organizations for the benefit of special needs populations.
13. Work with local and state institutions to continue re-entry and housing access programs for persons exiting incarceration.
14. Continue to produce the annual “Housing-at-a-Glance” publication.
15. Continue to require projects funded with LIHTC, HOME, and NHTF to establish Affirmative Fair Marketing Plans (AFHMP) that reduce barriers to housing choice.
16. Encourage partnerships between experienced developers and nonprofit and faith-based organizations to increase affordable housing production in the Balance of State.

PY2022 HUD Annual Action Plan

Program Specific Requirements

AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

Introduction:

The following identifies program income that will be available to carry out CDBG projects, certain HOME program policies, information regarding ESG, and certain National Housing Trust Fund policies.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.320(k)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	70.00%

PY2022 HUD Annual Action Plan

HOME Investment Partnership Program (HOME) Reference 24 CFR 91.320(k)(2)

1. **A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

No other forms of investment are planned.

2. **A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

ADOH will not invest HOME funds in homebuyer activities in the Action Plan year.

3. **A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:**

Assistance to eligible beneficiaries is subject to recapture. The recapture period is based on the amount of HOME and State Housing Trust Fund resources (State funds) invested in the unit. When the per unit investment is less than \$15,000, the recapture period (period of affordability) is five (5) years; between \$15,000 and \$40,000 is ten (10) years; and over \$40,000 is fifteen (15) years. New construction, regardless of amount invested, has a twenty (20) year affordability requirement.

In the event the assisted property is transferred prior to the expiration of the applicable period of affordability or the housing unit is no longer used as a primary residence of the assisted homebuyer, the net proceeds are subject to recapture. Net proceeds shall be determined as follows: 1) the amount of State funds plus the amount of interest due (if any) shall be determined; 2) the Borrower's Down Payment, Principal Payments and the Value of Improvements as evidenced by receipts provided by the borrower shall be summed, and this shall be called Borrower's Equity. Net proceeds shall be distributed as follows: if the Net Resale Proceeds are sufficient to cover the ADOH investment, including any interest due and the Borrower's Equity, the ADOH investment and any interest due shall be recaptured and the Borrower shall be entitled to receive Borrower's Equity and any amount remaining from Net Resale Proceeds after payment of the ADOH investment and any interest due and Borrower's Equity. If the Net Resale Proceeds are not sufficient to repay the ADOH investment including any interest due and the Borrower's Equity, the Borrower shall be entitled to receive the Borrower's Equity, and any amount remaining from Net Resale Proceeds, after payment of the Borrower's Equity, shall be recaptured. In the event of foreclosure, transfer in lieu of foreclosure or assignment of an FHA mortgage to HUD, recapture provisions shall terminate.

PY2022 HUD Annual Action Plan

4. **Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:**

HOME funds will not be used to refinance existing multi-family housing debt during the coming fiscal year.

Emergency Solutions Grant (ESG) Reference 91.320(k)(3)

1. **Include written standards for providing ESG assistance (may include as attachment)**

The DES Homeless Coordination Office requires all subcontractors to adhere to program policies and procedures in accordance with the federal HEARTH Act. In addition, subcontractors must adhere to the State of Arizona, DES written standards and terms and conditions. Eligible activities include: 1) Emergency Shelter; 2) Rapid Re-Housing; 3) Homeless Prevention; and 4) Street Outreach.

Target populations: At least 60% of all Rapid Re-Housing and/or Homeless Prevention participants shall meet at least one of the priority population criteria: 1) chronically homeless; 2) disabled; 3) experiencing substance abuse issues; 4) being released from an institution; 5) being released from a substance abuse facility; 6) aging or aged-out of child foster care; 7) domestic violence survivor; 8) youth eighteen 18-24 years of age; 9) veteran; or 10) 62 years of age or older.

Subcontractors must: provide all services in a culturally relevant manner for the population to be served; participate in the Coordinated Assessment System; maintain a case file for each participant with all items required by DES; maintain appropriate documentation of participant eligibility; ensure no income barriers are associated with initial eligibility for services and programs; provide Case Management services at least monthly and document progress towards independence; complete required vulnerability/needs assessment in HMIS at program entry and exit; assist all participants to obtain mainstream services and benefits such as housing, health care, social services, employment and education; attend at least seventy-five percent (75%) of Continuum of Care meetings annually.

Subcontractors are required to submit monthly, quarterly and annual program and financial reports: Monthly Reports must include 1) Copies of the completed Rapid Re-Housing Eligibility Determination form for each participant with initial billing; 2) Copies of all receipts and/or copies of checks with detailed costs issued for Housing Relocation and Rental Financial Assistance for each Rapid Re-Housing participant served; 3) Rapid Re-Housing Tracking Sheet with invoices; and 4) Accurate and complete Contractor's Invoice and Statement of Expenditures. Quarterly Reports must be submitted by the 15th day of the beginning of each quarter and include a completed Emergency Shelter, Rapid Re-Housing Data and Homeless Prevention Report of demographic and exit data. Annual Reports must include: 1) Funding Expenditure Report for the prior year; and 2) Completed ESG report as required by DES.

PY2022 HUD Annual Action Plan

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The AZBOSCOG, in implementing Coordinated Entry strategies, requires that all HMIS providers utilize appropriate VI-SPDAT assessments to determine housing appropriate rankings. These rankings are used as a guide to assist in making referrals and assessing eligibility for the most client-appropriate projects within the Continuum of Care, which includes case conferencing.

Per HUD Notice CPD-16-11, priority is given to those individuals and families who meet the HUD definition of “chronic homeless”. If there is availability in a project and there is not an eligible household that meets the definition of chronic homeless, then the order of priority will be as delineated in the CPD notice as follows: First Priority - Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs. Second Priority - Homeless Individuals and Families with a Disability with Severe Service Needs. Third Priority - Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs. Fourth Priority - Homeless Individuals and Families with a Disability Coming from Transitional Housing.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The ADES awards ESG funds through a competitive Request for Proposals (RFP) process. Each RFP describes in detail the criteria that will be used to select applications. The criteria may include service methodology, experience and expertise, cost, capacity, and other relevant factors. Contracts are awarded based on the needs of the service area and available service providers.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

All three Continua of Care in the state have at least one formerly homeless person on their boards.

5. Describe performance standards for evaluating ESG.

All service providers and agencies contracting with DES submit ESG program reports monthly and quarterly. Fiscal back-up documentation and participant tracking reports are attached to fiscal claims for reimbursement. DES contracts require agencies to submit quarterly reports that are designed to capture client data, fiscal expenditures billed, and services provided. At least once each year, DES will conduct desk reviews of the programs and at least once every two years, a comprehensive audit and site visit will be conducted of the program and facilities. Upon completion of the review and audits a written report is sent to the provider and a copy is maintained in the contract file.

PY2022 HUD Annual Action Plan

Housing Trust Fund (HTF) Reference 24 CFR 91.320(k)(5)

1. How will the grantee distribute its HTF funds? Select all that apply:

☒ Applications submitted by eligible recipients

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter "N/A".

N/A

3. If distributing HTF funds by selecting applications submitted by eligible recipients,

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2).

Eligible activities for National HTF are the production, preservation and rehabilitation of affordable rental housing developments in which all or a portion of the rental units are set aside for extremely low income (thirty percent (30%) of the HUD AMI or less), including Permanent Supportive Housing for individuals and families who are chronically homeless. Supportive Services, where appropriate, must be provided with the purpose of helping residents achieve maximum possible self-sufficiency and maintain their permanent housing. Rents on NHTF units must not exceed thirty percent (30%) of the income of the individual or family qualified to occupy the HTF Unit. Rent limits are published by HUD annually.

Eligible Recipients are public housing agencies, for-profit entities and nonprofit entities.

b. Describe the grantee's application requirements for eligible recipients to apply for HTF funds.

The ADOH will retain 10% of NHTF funds for program administration. The remaining project funds will be made available through one or more of the following methods: 1) A Notice of Funds Availability for the construction, preservation or rehabilitation of rental housing in which NHTF may be used solely or in conjunction with HOME, State Housing Trust Fund, NSP, 4% LIHTC, 9% LIHTC or another funding source; or 2) Gap financing for rental developments awarded 4% or 9% LIHTCs in accordance with the ADOH LIHTC Qualified Allocation Plan (QAP), as well as non-LIHTC projects in accordance with the annual NOFA.

At a minimum, applicants will be required to provide documentation demonstrating the following: 1) applicant is a legally formed entity; 2) development team has sufficient capacity; 3) site control and zoning

PY2022 HUD Annual Action Plan

entitlements; 4) adherence to environmental regulations; 5) financial ability to proceed; 6) market demand for prospective population; 7) adherence to design standards, including energy efficiency; and 8) affordability to extremely low-income households.

c. Describe the selection criteria that the grantee will use to select applications submitted by eligible recipients.

When a Notice of Funds Availability is issued, it will include the specific selection criteria that will be used to select projects for funding. Selection criteria may include: 1) demand; 2) capacity, experience and past performance of applicant; 3) extent to which units are affordable to extremely-low income individuals and families; 4) service-enriched location; 5) project readiness; 6) sustainable development (energy efficiency); 7) the duration of the affordability period; and 8) the extent to which the project leverages non-federal funding sources.

When NHTF funds are provided as gap financing for rental developments awarded 4% or 9% LIHTCs, applications will be selected following the Qualified Allocation Plan (QAP) as well as non-LIHTC projects in accordance with the annual NOFA.

d. Describe the grantee's required priority for funding based on geographic diversity (as defined by the grantee in the consolidated plan).

The National HTF is available to all areas of the state. The Consolidated Plan (SP-10, Geographic Priorities), does not target specific geographic areas.

e. Describe the grantee's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner.

Only applicants that demonstrate adequate capacity and readiness to proceed will be funded. Applicants must demonstrate that the Development Team possesses the experience and financial capacity necessary to undertake and complete the Project. The Developer and/or Co-Developer, as applicable, must have developed projects of comparable size, financial complexity. The experience of the Development Team with affordable housing programs is also considered. Applicants must demonstrate site control, generally through fee simple title, a conditional purchase contract contingent upon successful Environmental Review, or long-term lease; that the prospective site has all zoning entitlements; and that all financing necessary to complete the project has been secured. Only projects that set aside rental units affordable to households with extremely low income (30% AMI adjusted for family size with utility costs deducted) will be funded. Projects may be awarded points in the competitive selection process for project-based rental assistance.

f. Describe the grantee's required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families.

PY2022 HUD Annual Action Plan

Only projects that set aside rental units affordable to households with extremely low income (30% AMI adjusted for family size with utility costs deducted) will be funded. Projects may be awarded points in the competitive selection process for project-based rental assistance.

g. Describe the grantee's required priority for funding based on the financial feasibility of the project beyond the required 30-year period.

Projects will not be required to exceed the 30-year period, yet projects that demonstrate financial feasibility beyond the required 30-year period may receive points in the competitive application scoring process. Based on information submitted and other relevant information available, ADOH analyzes and adjusts the financial considerations in accordance with its underwriting criteria. The ADOH will review development costs, permanent financing sources and amounts, public funding amounts, Developer Fees, projected rents, projected Operating Expenses, vacancy rates, and other financial considerations of a Project.

h. Describe the grantee's required priority for funding based on the merits of the application in meeting the priority housing needs of the grantee (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations).

When a Notice of Funds Availability is issued, it will include the specific selection criteria that will be used to select projects for funding. Consistent with state and federal certifications to affirmatively further fair housing, selection criteria may include: 1) demand; 2) capacity, experience and past performance of applicant; 3) extent to which units are affordable to extremely-low income individuals and families; 4) service-enriched location; 5) project readiness; 6) sustainable development (energy efficiency); 7) the duration of the affordability period; and 8) the extent to which the project leverages non-federal funding sources.

i. Describe the grantee's required priority for funding based on the extent to which the application makes use of non-federal funding sources.

When a Notice of Funds Availability is issued, it will include the specific selection criteria that will be used to select projects for funding. Consistent with state and federal certifications to affirmatively further fair housing, selection criteria may include: 1) demand; 2) capacity, experience and past performance of applicant; 3) extent to which units are affordable to extremely-low income individuals and families; 4) service-enriched location; 5) project readiness; 6) sustainable development (energy efficiency); 7) the duration of the affordability period; and 8) the extent to which the project leverages non-federal funding sources.

4. Does the grantee's application require the applicant to include a description of the eligible activities to be conducted with HTF funds?

Yes

5. Does the grantee's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements?

Yes

6. Performance Goals and Benchmarks. The grantee has met the requirement to provide for performance goals and benchmarks against which the grantee will measure its progress, consistent with the grantee's goals established under 24 CFR 91.315(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

Yes

6. Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds.

The maximum NHTF per-unit development subsidy amount is calculated by bedroom size and based on the FY2021 HOME program maximum per-unit subsidy amounts, which are considered reasonable based on the costs of developing non-luxury housing in Arizona, as follows:

0-bedroom - \$153,314

1-bedroom - \$175,572

2-bedroom - \$213,718

3-bedroom - \$276,482

8. Rehabilitation Standards.

The ADOH National Housing Trust Fund Rehabilitation Standards are attached.

9. Resale or Recapture Guidelines. Below, the grantee must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".

N/A

10. HTF Affordable Homeownership Limits. If the grantee intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".

N/A

PY2022 HUD Annual Action Plan

11. Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the grantee must not limit or give preferences to students. The grantee may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.

The ADOH will limit beneficiaries to extremely low-income households (income below 30% AMI) adjusted for family size. In addition, the State of Arizona may fund rental housing that limits eligibility or gives a preference to a particular segment of the population. Except for rental housing that also receives funding from a federal program that limits eligibility to a specific population, when limiting eligibility or giving a preference, the limitation or preference must be limited to 1) households with disabilities that significantly interfere with their ability to obtain and maintain housing; 2) households that would not be able to obtain or maintain themselves in housing without appropriate supportive services; and 3) the supportive services cannot be provided in a nonsegregated setting. The households must not be required to accept the services offered at the project and the project owner must advertise the project as offering services for a particular type of disability. The project must be open to all otherwise eligible persons with disabilities who may benefit from the supportive services provided.

12. Refinancing of Existing Debt. Enter or attach the grantee's refinancing guidelines below. The guidelines describe the conditions under which the grantee will refinance existing debt. The grantee's refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the grantee will not refinance existing debt, enter "N/A."

N/A



Arizona
Department
of Housing

Public Participation

AFFIDAVIT/PROOF OF PUBLICATION

STATE OF ARIZONA

} ss.

County of Coconino

WENDOLYN MONROE being duly sworn deposes and says:

That he/she is the legal clerk of the Arizona Daily Sun

a newspaper published at Flagstaff, Coconino County, Arizona; that the

Legal No. 188

a copy of which is

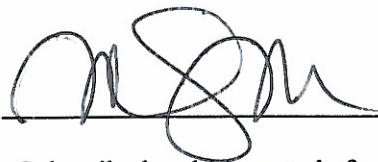
hereunto attached, was first published in said newspaper in its issue dated

the 12 day of March, 2022 and was

published in each one issue of said newspaper for 1

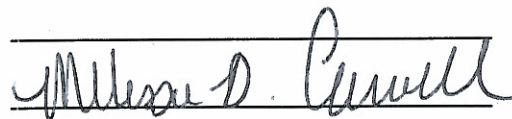
consecutive day the last publication being in the issue dated the

12 day of March, 2022

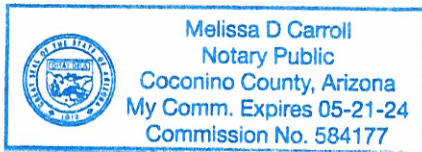


Subscribed and sworn to before me this

17 day of March, 2022



Notary Public



My Commission expires

May 21, 2024

Legal No. 188
NOTICE OF PUBLIC HEARING
AND PUBLIC COMMENT PERIOD
The Arizona Department of Housing
(ADOH) will hold a virtual public
hearing to receive input on the
FY2022-2023 HUD Annual Action

Plan (Action Plan), and 2022-2023
Weatherization Assistance Program
Plan (WAP Plan), on April 6, 2022
at 11:00 am. The hearing will
provide for online commenting.
To join the public hearing, you will
need to click the link below to
register to be an active participant.
After registering, you will receive a
confirmation email containing infor-
mation about joining the meeting.
Register in advance for this meet-
ing:

<https://us02web.zoom.us/join/https://us02web.zoom.us/join/register/ZUrfuGrqz0vGNT4NqWeAPP6QWCEV3k8ZdyV>

The Action Plan describes the
methods of distribution for and
planned uses of the Community
Development Block Grant (CDBG),
HOME Investment Partnership Pro-
gram (HOME), National Housing
Trust Fund (NHTF), and Housing
Opportunities for Persons with
AIDS (HOPWA) programs adminis-
tered by the ADOH, and the
Emergency Solutions Grant (ESG)
program administered by the Arizo-
na Department of Economic Securi-
ty. These funds are used for
activities benefitting low-income
and special needs populations
throughout Arizona. The Action
Plan covers the period beginning
July 1, 2022 and ending June 30,
2023 for approximately \$22.75
million in funding.

The WAP Plan establishes goals,
objectives, priorities, activities, out-
comes, and the method of distribu-
tion for approximately \$2.1 million in
US Department of Energy Weather-
ization Assistance funds.

The ADOH encourages residents,
subrecipients and grantees, public
agencies and other interested par-
ties to review the Plans and submit
comments. The Action Plan and
WAP Plan will be available for
public review and comment from
April 1, 2022 to April 30, 2022. Both

Plans are available for review at
[https://housing.az.gov/docu-
ments-links/publications](https://housing.az.gov/documents-links/publications). Send writ-
ten comments and questions to:
Ruby Dhillon-Williams, Assistant
Deputy Director, Programs
Arizona Department of Housing
1110 W Washington St., Ste. 280
Phoenix, AZ 85007

publiccomment@azhousing.gov
ADA and EQUAL OPPORTUNITY
COMPLIANCE STATEMENT

If you need accommodations for
physical mobility, sensory impair-
ment or language needs to partici-
pate in the meeting, please contact
the ADOH at (602) 771-1000.

Notification 48 hours prior to the
meeting will enable the ADOH to
make reasonable arrangements to
ensure accessibility to the meeting.
Si necesita adaptaciones para la
movilidad física, la discapacidad
sensorial del lenguaje debe partici-
par en la reunión, comuníquese con
el ADOH al (602) 771-1000. La
notificación 48 horas antes de la
reunión permitirá al ADOH hacer
arreglos razonables para garantizar
la accesibilidad a la reunión.
PUB Mar. 12, 2022 188

Astrograph

Sat. March. 12, 2022
by Eugenia Last

Expand your interests, hone your skills and focus on personal growth and self-improvement. Strive for perfection. Look at what's trending and set big goals. It's time to break new ground and discover what you can do. Change what is no longer working for you.

PISCES (Feb. 20-March 20) -- Turn your ideas into a reality. Invite change and adventure into your life and explore

possibilities that excite you. Take control, expand your interests and greet life with gusto.

ARIES (March 21-April 19) -- Keep your thoughts and plans to yourself until you have a foolproof strategy. Don't let your emotions get in the way of your success. Preparation is the key to personal gain.

TAURUS (April 20-May 20) -- Concentrate on what you can accomplish, not on the impossible. Put a strategy in place and expand your

plans slowly and with precision. Pay attention to details and costs.

GEMINI (May 21-June 20) -- Don't overlook the obvious. Do your research and get your facts straight before you act. Knowledge and education are critical when dealing with people trying to take advantage of you.

CANCER (June 21-July 22) -- Embrace change, be the instigator and improve your life. Make decisions based on experience and verified information. Use your at-

tributes to get ahead, and market and present what you have to offer.

LEO (July 23-Aug. 22) -- Gather information to help you get ahead. Don't make an unnecessary change. Bide your time and do things right the first time. Assess relationships and determine who is beneficial and who is dead weight.

VIRGO (Aug. 23-Sept. 22) -- Pitch in and do your part. Network, seek out organizations that interest you and work alongside people who share your concerns. A lifestyle change will be difficult but worthwhile.

LIBRA (Sept. 23-Oct. 23) -- Stay focused on what's important to you. Take care of responsibilities quickly, and you'll get to spend more time with your loved ones. A personal change will lift your spirits.

SCORPIO (Oct. 24-Nov. 22) -- Be receptive to what others have to say and respond with thoughtfulness. Your willingness to help will make a difference and put you in a better position when you want something in return.

SAGITTARIUS (Nov. 23-Dec. 21) -- Don't believe everything you hear. Getting together with friends or family will have its ups and downs. Avoid indulgence. Remain calm, in control and healthy.

CAPRICORN (Dec. 22-Jan. 19) -- Reminiscing with a loved one will lead to positive changes. Taking better care of yourself and your finances will put your mind at ease. Create a strategy that encourages personal gain.

AQUARIUS (Jan. 20-Feb. 19) -- Lie low, work on something that matters to you and avoid emotionally draining situations. Don't take a risk that can lead to injury or poor health. Abide by the rules and regulations.

SUDOKU

DIFFICULTY RATING: ☆☆☆☆☆

		5			9	3		
		3			4	6		7
				8	6			
7		1					5	
	4			5			7	
	5					4		6
			4	9				
1		7		2		5		
		9	6			1		

3/12

© 2022 Dist. by Andrews McMeel Syndication for UFS

PREVIOUS SOLUTION

2	6	1	8	4	3	5	7	9
8	9	4	7	2	5	3	6	1
5	7	3	6	9	1	8	2	4
7	5	9	1	3	2	6	4	8
4	8	6	9	5	7	1	3	2
3	1	2	4	6	8	9	5	7
9	4	7	3	1	6	2	8	5
1	3	5	2	8	4	7	9	6
6	2	8	5	7	9	4	1	3

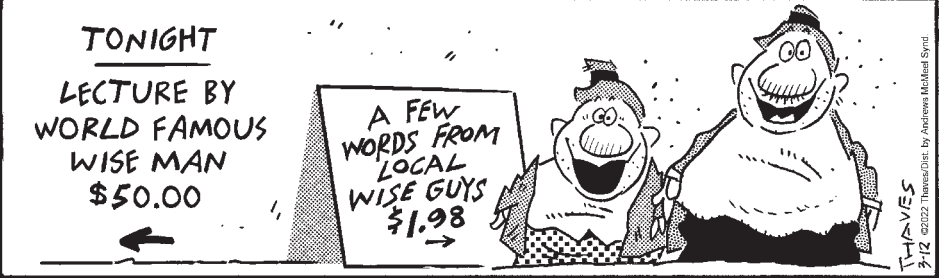
HOW TO PLAY:

Each row, column and set of 3-by-3 boxes must contain the numbers 1 through 9 without repetition.

Alley Oop



Frank & Ernest



Crossword

- ACROSS**
- 1 Beat to a froth
 - 5 DDE successor
 - 8 Curved line
 - 11 "— vincit amor"
 - 13 Debt memo
 - 14 Chinese chairman
 - 15 Early camera
 - 16 Lettuce layer
 - 17 Choose
 - 18 Congenial
 - 20 Piquant
 - 22 Temple city of Japan
 - 24 — de-sac
 - 25 Fergie's daughter
 - 26 "Lonely Boy" singer
 - 28 Short distance
 - 32 Place to sleep
 - 33 Scrape aftermath
 - 34 The younger Guthrie
 - 35 Little kid
 - 37 Bryce Canyon state

- 39 Not 'neath
 - 40 Lip, slangily
 - 41 Gambling town
 - 42 Autumn mo.
 - 43 Slumber party attire, for short
 - 45 Fix to suit
 - 47 Reeves of "Speed"
 - 50 Ms. Dinesen
 - 51 — cit. (footnote abbr.)
 - 52 Study
 - 54 Golden Hind captain
 - 58 Result
 - 59 Family MDs
 - 60 Video game hedgehog
 - 61 PC abandon key
 - 62 Snack on
 - 63 Prefix for second
- DOWN**
- 1 Chinese pan

Answer to Previous Puzzle

V	O	T	E		Z	E	S	T		F	E	M
A	M	E	N		O	H	I	O		O	D	E
S	E	N	T		O	S	L	O		R	A	W
E	G	O	I	S	M		T	E	E	M	S	
	A	R	C	H		O	H	M				
		E	A	G	E	R			I	N	D	Y
Y	U	K		M	A	R	C		R	O	U	E
A	M	I	D		B	I	A	S		M	E	N
K	A	T	O		B	E	S	E	T			
		J	O	Y					M	A	S	H
M	E	L	O	N		E	I	T	H	E	R	
I	D	O		T	O	I	L		T	O	N	E
K	E	G		A	U	D	I		E	R	N	E
E	N	S		P	I	S	A		R	E	A	D

- 2 Med. plan
- 3 Midwest st.
- 4 Concert instrument
- 5 Be in harmony
- 6 Opponent
- 7 Fast-growing vine

- 8 Hoople of the comics
- 9 Enthralled
- 10 Cosmetics brand
- 12 Japanese pooches
- 19 Agrees
- 21 "Frozen" queen
- 22 Safari country
- 23 Sharp tugs
- 24 Beach huts
- 25 Little pieces
- 27 Winslet or Moss
- 29 Scouts unit
- 30 Vote in
- 31 Harbor town
- 36 Athletics channel
- 38 Surfer wannabes
- 44 Pass sentence
- 46 Rubber city
- 47 Swiss painter Paul —
- 48 Ages upon ages
- 49 "Moneytalks" group
- 50 Technical sch.
- 53 Pollution org.
- 55 Miscellany
- 56 Relatives
- 57 Italian writer

1	2	3	4		5	6	7		8	9	10
11				12					13		14
15					16				17		
			18		19			20	21		
	22	23				24					
25				26		27			28	29	30
31									32		33
34									35		36
37									38		39
40									41		42
									43		44
45									46		
47	48	49				50					
51						52	53		54		55
56									57		
58									59		60
61									62		63

3-12

© 2022 UFS, Dist. by Andrews McMeel Syndication for UFS



PUBLIC NOTICE

999 Public Notice

Legal No. 186
Navajo Housing Authority (NHA) Procurement Department INVITATION FOR BID RE-ADVERTISED IFB #547 INTERIOR REPAIRS ON PUBLIC RENTAL HOUSING AT NM15-075 IN DALTON PASS, NM
The Navajo Housing Authority (NHA) (Hereinafter called the "Owner") invites all qualified Licensed General Contractors to bid on Interior Repairs on Public Rental Housing. Detailed information may be obtained via email to Darlene Yazzie, Procurement Specialist, darlene@hooghan.org and requesting for Re-Advertised IFB #547 Interior Repairs on Public Housing Units at NM15-075 in Dalton, NM. The Owner will receive Sealed Bids until 2:00PM (MST) on March 31, 2022 via email to darlene@hooghan.org. Bids will be opened and publicly read aloud immediately after the specified closing time. The NHA will not be accepting in-person or post office/courier submissions from Vendors on any solicitation responses effective, March 16, 2020. The NHA is concerned about everyone's safety and this is a necessary step to prevent the spread of the COVID-19 virus. Faxed proposals will not be accepted. This invitation is unrestricted; however, preference shall be given to Navajo Organization and Navajo Owned Economic Enterprises in accordance with 24 CFR 1000.48, 1000.50 and 1000.52.
PUB Mar. 10, 11, 12, 22 186

Legal No. 188
NOTICE OF PUBLIC HEARING AND PUBLIC COMMENT PERIOD
The Arizona Department of Housing (ADOH) will hold a virtual public hearing to receive input on the PY2022-2023 HUD Annual Action

Plan (Action Plan), and 2022-2023 Weatherization Assistance Program Plan (WAP Plan), on April 6, 2022 at 11:00 am. The hearing will provide for online commenting. To join the public hearing, you will need to click the link below to register to be an active participant. After registering, you will receive a confirmation email containing information about joining the meeting. Register in advance for this meeting: <https://us02web.zoom.us/join/register?jtr=UrfuGrqz0vGNT4NqWeAPP6QWCEV3kBDyV>
The Action Plan describes the methods of distribution for and planned uses of the Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME), National Housing Trust Fund (NHTF), and Housing Opportunities for Persons with AIDS (HOPWA) programs administered by the ADOH, and the Emergency Solutions Grant (ESG) program administered by the Arizona Department of Economic Security. These funds are used for activities benefitting low-income and special needs populations throughout Arizona. The Action Plan covers the period beginning July 1, 2022 and ending June 30, 2023 for approximately \$22.75 million in funding. The WAP Plan establishes goals, objectives, priorities, activities, outcomes, and the method of distribution for approximately \$2.1 million in US Department of Energy Weatherization Assistance funds. The ADOH encourages residents, subrecipients and grantees, public agencies and other interested parties to review the Plans and submit comments. The Action Plan and WAP Plan will be available for public review and comment from April 1, 2022 to April 30, 2022. Both

Plans are available for review at <https://housing.az.gov/documents-links/publications>. Send written comments and questions to: Ruby Dhillon-Williams, Assistant Deputy Director, Programs Arizona Department of Housing 1110 W Washington St., Ste. 280 Phoenix, AZ 85007
publiccomment@azhousing.gov
ADA and EQUAL OPPORTUNITY COMPLIANCE STATEMENT
If you need accommodations for physical mobility, sensory impairment or language needs to participate in the meeting, please contact the ADOH at (602) 771-1000. Notification 48 hours prior to the meeting will enable the ADOH to make reasonable arrangements to ensure accessibility to the meeting. Si necesita adaptaciones para la movilidad física, la discapacidad sensorial del lenguaje debe participar en la reunión, comuníquese con el ADOH al (602) 771-1000. La notificación 48 horas antes de la reunión permitirá al ADOH hacer arreglos razonables para garantizar la accesibilidad a la reunión.
PUB Mar. 12, 2022 188

What happens when the honey-do list gets too long? We look for someone to get the job done.

Make it your business they call first.

To advertise, call 928-556-2298

find it on azdailysun.com/jobs

EMPLOYMENT

400 Help Wanted

We are seeking an experienced executive driver to the CEO of the company on a part-time basis (e.g. Wednesdays to Fridays) weekly Salary very attractive, \$90 per hour /\$900 weekly must Have a valid state-issued driver's license Must be professional, safe, patient and an attentive chauffeur at all times kindly Email your resume /references:dennisongreene114@aol.com



BRIDGING THE GENERATION GAP FOR OVER 125 YEARS

ARIZONA Daily Sun

NORTHERN ARIZONA AT WORK

FIND LOCAL JOBS. GET HIRED.

ARIZONA Daily Sun

POWERED BY AppVault

azdailysun.com/jobs/

150 Lost and Found



MISSING!
\$700 REWARD TO FINDER!
Name: Seven
Description: Black, Athletic. Overhang Teeth like fangs distinctive feature
Last Seen: August 5, 2020, around Sleep Inn 2765 Woodlands Flagstaff area
CONTACT: (928) 666-0719 6634878@pawboost-mail.com

Bridging the generation gap for over 125 years.



DIRECT IMPRESSION BUSINESS SERVICES

ESTABLISHED IN 1998

USE MAIL TO CONNECT WITH YOUR CUSTOMERS

Call Direct Impressions to find out how you can reach your customers with your special offers!



E-MAIL OR CALL FOR A FREE QUOTE

1751 S Thompson St, Flagstaff, AZ 86001
Phone: 928.526.9600
amenter@azdailysun.com

PO Box 194, Phoenix, Arizona 85001-0194

Fax 1-877-943-0443

AFFIDAVIT OF PUBLICATION

Si necesita adaptaciones para la movilidad física, la discapacidad sensorial del lenguaje debe participar en la reunión, comuníquese con el ADOH al (602) 771-1000. La notificación 48 horas antes de la reunión permitirá al ADOH hacer arreglos razonables para garantizar la accesibilidad a la reunión.

Pub: March 12, 2022

VICKY FELTY
Notary Public
State of Wisconsin

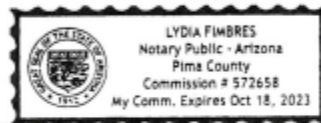
Tucson, Arizona

Debbie Sanchez, being first duly sworn deposes and says: that she is the Advertising Representative of **TNI PARTNERS**, a General Partnership organized and existing under the laws of the State of Arizona, and that it prints and publishes the Arizona Daily Star, a daily newspaper printed in Phoenix, AZ and published in the City of Tucson, Pima County, State of Arizona, and having a general circulation in said City, County, State and Cochise and Santa Cruz Counties, and that the attached ad was printed and

Debra Sanchez

Lynnie Lynnes
Notary Public

AD NO. 5168972



PLEASE SEE ATTACHED E-TEAR

Affidavit of Publication

STATE OF AZ } SS
COUNTY OF YUMA }

Lisa Reilly or David Fornof, being duly sworn, says:

That (s)he is Publisher or Director of Operations of the Yuma Sun, a daily newspaper of general circulation, printed and published in Yuma, Yuma County, AZ; that the publication, a copy of which is attached hereto, was in the published said newspaper on the following dates:

03/14/2022

That said newspaper was regularly issued and circulated on those dates.

SIGNED:



Publisher or Director of Operations

Subscribed to and sworn to me this 14th day of March 2022.

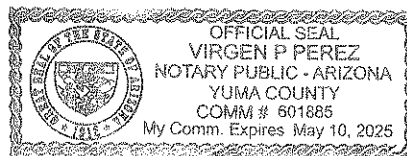


VIRGEN P PEREZ, Notary, Yuma County, AZ

My commission expires: May 10, 2025

35213 72375

ARIZONA DEPT OF HOUSING
SUITE 310
1110 W. WASHINGTON STREET
PHOENIX AZ 85007



Ad text : NOTICE OF PUBLIC HEARING AND PUBLIC COMMENT PERIOD

The Arizona Department of Housing (ADOH) will hold a virtual public hearing to receive input on the PY2022-2023 HUD Annual Action Plan (Action Plan), and 2022-2023 Weatherization Assistance Program Plan (WAP Plan), on April 6, 2022 at 11:00 am. The hearing will provide for online commenting.

To join the public hearing, you will need to click the link below to register to be an active participant. After registering, you will receive a confirmation email containing information about joining the meeting.

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZUrfuGrqz0vGNT4NqWeAPP6QWCEV3kBZdyV>

The Action Plan describes the methods of distribution for and planned uses of the Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME), National Housing Trust Fund (NHTF), and Housing Opportunities for Persons with AIDS (HOPWA) programs administered by the ADOH, and the Emergency Solutions Grant (ESG) program administered by the Arizona Department of Economic Security. These funds are used for activities benefitting low-income and special needs populations throughout Arizona. The Action Plan covers the period beginning July 1, 2022 and ending June 30, 2023 for approximately \$22.75 million in funding.

The WAP Plan establishes goals, objectives, priorities, activities, outcomes, and the method of distribution for approximately \$2.1 million in US Department of Energy Weatherization Assistance funds.

The ADOH encourages residents, subrecipients and grantees, public agencies and other interested parties to review the Plans and submit comments. The Action Plan and WAP Plan will be available for public review and comment from April 1, 2022 to April 30, 2022. Both Plans are available for review at <https://housing.az.gov/documents-links/publications>. Send written comments and questions to:

Ruby Dhillon-Williams, Assistant Deputy Director, Programs
Arizona Department of Housing
1110 W Washington St., Ste. 280
Phoenix, AZ 85007
publiccomment@azhousing.gov

ADA and EQUAL OPPORTUNITY COMPLIANCE STATEMENT


If you need accommodations for physical mobility, sensory impairment or language needs to participate in the meeting, please contact the ADOH at (602) 771-1000. Notification 48 hours prior to the meeting will enable the ADOH to make reasonable arrangements to ensure accessibility to the meeting.

Si necesita adaptaciones para la movilidad física, la discapacidad sensorial del lenguaje debe participar en la reunión, comuníquese con el ADOH al (602) 771-1000. La notificación 48 horas antes de la reunión permitirá al ADOH hacer arreglos razonables para garantizar la accesibilidad a la reunión.
Yuma Sun: March 14, 2022 - 72375

County of Mohave, State of Arizona

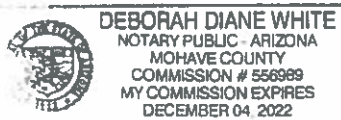
802 E Beale Street
Kingman, AZ 86401
(928) 753-6397 ext.5240
legals@kdminer.com

**Arizona Department of Housing
Notice of Public Hearing
Order No. 625007**

By: 
Legals Clerk, March 13, 2022

Nancy Roberts, whom I know personally to be the person who signed the above document and she proved she signed it.

Notary Public
My Commission expires December 4, 2022.



meeting.
Si necesita adaptaciones para la movilidad física, la discapacidad sensorial del lenguaje debe participar en la reunión, comuníquese con el ADOH al (602) 771-1000. La notificación 48 horas antes de la reunión permitirá al ADOH hacer arreglos razonables para garantizar la accesibilidad a la reunión.
Pub: 3/13/2022
Order #:



Arizona Department of Housing

2021 Annual Action Plan Public Meeting August 19, 2021

Name	Company	E-Mail Address
Christian Solano	AIRIT	csolano@art-tenn.102
Gary Hobbs	BWZ	gary@bwilco.com
Maresha Hobbs	BWZ	mhobbs@bwilco.com

Name	Company	E-Mail Address
Steve Hartman	FSL	shartman@fsl.org
Pam Moseley	DES	pmoseley@azdes.gov
Betsy Long	DES	Blong@azdes.gov
Daniel Lander	City of Avondale	dlander@avondaleaz.org
Hugh Martinez	WPH Holdings	hugh@wphholdings.com
Alicia Palmer	DES/DDD	apalmer@azdes.gov

Name	Company	E-Mail Address
Kathy Blodgett	ADOH	
Milo Smith	Mohave County	Michael.Smith@mohavecountyaz.us

First Name	Last Name	Email	Registration Time	Approval Status
Cindy	Stotler	cindy.stotler@azhousing.gov	3/9/2022 13:13	approved
Tom	Simplot	tom.simplot@azhousing.gov	3/9/2022 13:14	approved
Ruby	Dhillon-Williams	ruby.dhillon@azhousing.gov	3/9/2022 13:16	approved
Olivia	Gutzman	olivia.gutzman@azhousing.gov	3/9/2022 13:22	approved
Kathy	Blodgett	kathy.blodgett@azhousing.gov	3/10/2022 7:30	approved
Travis	Ekenberg	travis.ekenberg@azhousing.gov	3/10/2022 7:31	approved
Daniel	Boyle	daniel.boyle@azhousing.gov	3/10/2022 7:31	approved
Betsy	Long	waltergirl65@aol.com	3/10/2022 8:24	approved
Carrie	Smith	csmith@fsl.org	3/10/2022 11:34	approved
Kelli	Shepard	kshepard@azdes.gov	3/10/2022 12:13	approved
JEANNE	SHAW	jvshaw@cox.net	3/10/2022 12:21	approved
Jeff	Carnell	jeff@msmc-wshc.com	3/10/2022 12:30	approved
Isabel	Rollins	isabel.rollins@nacog.org	3/10/2022 13:28	approved
Mary Lou	Rosales	mlrosales@cahra.org	3/10/2022 14:47	approved
Kristen	Cheriegate	kristenc@icastusa.org	3/11/2022 6:32	approved
Mary	Seils	mseils@coolidgeaz.com	3/21/2022 11:07	approved
Malissa	Buzan	mbuzan@gilacountyaz.gov	3/21/2022 17:19	approved
William	Moore	wmoore@sazlegalaids.org	3/22/2022 15:54	approved
Erica	Gonzalez	egonzalez@greenlee.az.gov	3/30/2022 13:23	approved
Mark	Holleran	mholleran@azhousinginc.org	4/5/2022 7:35	approved
GLORIA	CASTRO	gloria.castro@azhousing.gov	4/5/2022 14:47	approved
Samantha	Winslow	samantha.winslow@azhousing.gov	4/5/2022 14:51	approved
Danny	Ryan	danny.ryan@azhousing.gov	4/6/2022 10:07	approved

Statewide Homeless Coordination Office ESG Procedure Manual

Arizona Department of Economic Security
Division of Community Assistance & Development

The Department of Economic Security makes Arizona stronger by helping Arizonans reach their potential through temporary assistance for those in need, and care for the vulnerable.

January 2022
Revised May 2022

Division of Aging and Adult Services
Statewide Homeless Coordination Office
Policy and Procedure Manual

TABLE OF CONTENTS

- Section 1- Overview
- Section 2- Introduction
- Section 3 -Program Guidelines
- Section 4- Eligible Activities and Program Components
- Section 5- Grantee Expectations
- Section 6- DES ESG Monitoring Procedures
- Section 7- Definitions
- Section 8 -Resources

SECTION 1 OVERVIEW

The State of Arizona receives formula grants; Emergency Solutions Grant (ESG), Community Development Block Grant (CDBG), Housing for Persons with Aids (HOPWA), and HOME Investment Partnerships (HOME) from HUD on an annual basis. In order to receive such funds, the State is required to prepare and submit a five-year Consolidated Plan (Con Plan) and a yearly Annual Action Plan. The State, via the Arizona Department of Housing (ADOH), must submit the Con Plan or Annual Action Plan to the local HUD office no later than 45 days before the start of the State's program year which is July 1. After the State submits the appropriate plan to HUD, HUD approves (or disapproves) the plan. Once the plan is approved, HUD and the State execute a grant agreement.

At the end of every program year, the State submits a Consolidated Annual Performance and Evaluation Report (CAPER), which is also required by HUD. The Con Plan includes analyses, needs, priorities, goals, and other information around community development, affordable housing, homelessness, and additional community conditions. It specifies the State's plans for non-federal and federal resources, including ESG.

The Con Plan is carried out through the yearly Annual Action Plan, which summarizes actions, activities, and resources to be used that year to address the Con Plan's priorities and goals. Both Con Plan and Annual Action Plan preparation, including ESG plans, must include public participation and consultation.

The State reports on accomplishments and progress toward the Con Plan in the CAPER. ESG is a component of the Con Plan, Annual Action Plan, and CAPER. For example, the plans and/or CAPER describe ESG program activities and projects, people assisted through ESG, homelessness and housing needs, available resources, program consultation and participation (e.g., with local CoCs and people experiencing homelessness), program performance standards, Homeless Management Information System (HMIS) policies and procedures, processes for the Recipient's awards to Subrecipients, monitoring standards, program expenditures, and other related information.

The Department of Economic Security Statewide Homeless Coordination Office is the Emergency Services Administration that administers both state and federal funds to support homeless crisis response systems in the State of

Arizona.

NOTE: AZ Con Plan, Action Plan and CAPER may be found at:

<https://www.hudexchange.info/programs/consolidated-plan/con-plans-aaps-capers/>

SECTION 2 INTRODUCTION

The Emergency Solutions Grants (ESG) program is a critical resource in the crisis response system. This is a policies and procedures manual for the Emergency Solutions Grants (ESG) Program and serves as a guide to sub-recipients as well as those interested in participating in the state administered program.

People living unhoused become stably housed when the system is low barrier, trauma informed, culturally responsive and Housing First oriented. People living unstably housed become stably housed when the system is oriented toward problem solving conversations and personal advocacy to help people identify practical solutions based on their own available resources.

We expect DES grantees, including county governments and nonprofits, to be leaders in their crisis response systems, facilitating partnerships among service organizations and promoting evidence-based, anti-racist practices.

Grantees must respond to the disproportionality in access to services, service provision and outcomes and cannot simply rely on delivering a standardization of services to address inequity. Grantees have the responsibility to examine their data to ensure all eligible persons receive equitable services, support and are served with dignity, respect and compassion regardless of circumstance, ability or identity.

This includes marginalized populations, Black, Native and Indigenous, People of Color, immigrants, people with criminal records, people with disabilities, people with mental health and substance use vulnerabilities, people with limited English proficiency, people who identify as transgender, people who identify as LGBTQ+, and other individuals that may not access mainstream support.

We are here to support your efforts. The Homeless Coordination Office provides access to continuous learning on trauma informed services, racial equity, LGBTQ+ competency and more. We can help you strategize outreach, coordinate entry and help you analyze and understand your data so we can meet Arizona's vision that no person is left living outside.

The purpose of the manual is to assist subrecipients to implement efficient and compliant ESG programs. This manual is not intended to cover all of the intricacies of administering ESG projects. Sub-recipients are expected to avail

themselves of resources offered on the U.S. Department of Housing and Urban Development (HUD) Exchange website, including webinars, training, brochures, and manuals. This manual does not replace the regulations contained in 24 CFR Part 576, and subsequent amendment, or any other applicable Federal, State and local laws, ordinance and regulations pertaining to the Emergency Solutions Grant. It is the responsibility of the sub-recipient to read and refer to the regulations and the grant agreement in determining what is allowable under 24 CFR Part 576.

All ESG funding organizations are expected to have written policies and procedures of their own as well as be familiar with these ESG policies and procedures. An organization may adopt these policies and procedures as their organization's policies and procedures. In addition ESG funded organizations must review and adhere to their DES/ESG Grant Agreement, as the grant agreement includes specific, grant by grant requirements.

DES may revise the guidelines at any time. All sub-recipients will be notified of updates to this guide and will receive via email the latest version and/or an electronic link.

ESG funds are awarded by HUD under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). This Act amended the McKinney-Vento Homeless Assistance Act of 1987. It revised the Emergency Shelter Grants Program in significant ways and renamed it the Emergency Solutions Grant (ESG) program. The ESG Interim Rule took effect on January 4, 2012. In addition, the HEARTH Act provides grantees with the programmatic framework to maximize communitywide planning and strategic use of resources, and to improve coordination and integrate with mainstream services (24 CFR §576.400 (b) and (c)) to increase efficiency, including services funded by other programs targeted to homeless people. Based on the Emergency Solutions Grant (ESG) regulations at 24 CFR Subpart F § 576.500 the following policies were established and implemented by the State of Arizona.

These funds must exclusively be used for eligible ESG components. DES may at its discretion increase funds for these activities by using other funding sources. However, all funds will be administered as if they are ESG.

DES allocates these funds through a competitive application process. This method of distribution is described in the Consolidated Plan. It includes releasing an application, hosting and recording a webinar for disseminating information and putting together a review committee whereby individual members score each eligible application.

This process is reviewed and analyzed each year and any changes are written into the Annual Action Plan which requires public comment prior to submission.

ELIGIBLE APPLICANTS ARE:

1. Local governments
2. Homeless service providers
3. Other non-profit organizations

ELIGIBLE ESG COMPONENTS ARE:

1. Street Outreach
2. Emergency Shelter
3. Homelessness Prevention
4. Rapid Rehousing
5. Homeless Management Information System (HMIS) or Comparable Database for Victim Service Providers
6. Administration

Effective January 10, 2022 through March 31, 2022 the following waivers are available for FY 2021 Emergency Solutions Grant funds only:

1. Homeless Definition – Temporary Stays in Institutions of 90 Days or Less

Prior to the waiver, an individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution is considered homeless per 24 CFR 576.2, definition of “homeless.”

With the Waiver someone who was residing in an emergency shelter or place not meant for human habitation prior to entering the institution maintains their homeless status while residing in an institution for longer than 90 days. This is necessary to decrease the risk of COVID-19 infection by expanding housing options for people who were experiencing homelessness and institutionalized for longer than traditionally required due to COVID-19.

Applicability: An individual may qualify as homeless under paragraph (1)(iii) of the homeless definition in 24 CFR 576.2 so long as he or she is exiting an institution where they resided for 120 days or less and resided in an emergency shelter or place not meant for human habitation immediately before entering that institution. This waiver is in effect for individuals whose homeless status is determined between the date of this memorandum and March 31, 2022.

2. Assisting Program Participants with Subleases

Prior to the Waiver with respect to rental assistance and certain housing relocations and stabilization services, the references to “owner” and “lease” in 24

CFR 576.105 and 576.106 restrict program participants from receiving assistance in units they sublease from a person other than the owner or the owner's agent.

With the Waiver a program is able to offer ESG assistance to holders of a sublease under certain conditions;

Applicability: To the extent that the references to "owner" and "lease" in 24 CFR 576.105 and 576.106 restrict program participants from receiving assistance in units they sublease from the primary leaseholder, that restriction is waived under the following conditions:

1. The recipient documents that it meets the conditions for applying this waiver to FY21 grants funds, consistent with the justification in the CPD memo dated December 30, 2021. (See link below)
2. A program participant chooses to rent a unit through a legally valid sublease with the primary leaseholder for the unit; and
3. The recipient has developed written policies to apply the requirements of 24 CFR 576.105, 24 CFR 576.106, 24 CFR 576.409, and 576.500(h) with respect to that program participant by reading the references to "owner" and "housing owner" to apply to the primary leaseholder and reading the references to "lease" to apply to the program participant's sublease or lease with the primary leaseholder.

This waiver is only made available with respect to leases and subleases entered into between the date of this memorandum and March 31, 2022. However, unless HUD notifies the recipient otherwise, the recipient may continue to use its FY2021 ESG grant funds to assist program participants housed under this waiver through the end of their otherwise allowable term of assistance.

3. Helping Current Program Participants Maintain Housing – Housing Relocation and Stabilization Services.

Prior to the Waiver there is a 24-month limit on housing relocation and stabilization services.

With the Waiver there is flexibility to provide housing relocation and stabilization services to program participants for more than 24-months during any 3-year period for the following reasons:

- (1) Those residing in congregate settings, where many people who lose their housing reside after losing their housing, are at increased risk of COVID-19 infection;

- (2) Helping program participants maintain housing will therefore continue to decrease the risk of people experiencing and at risk of homelessness from contracting COVID-19; and
- (3) Although this waiver flexibility can already be used with respect to ESG-CV and FY2020 and earlier FY funds, making this waiver flexibility applicable to the newer FY2021 ESG grant funds will minimize the chances that service providers will run out of usable ESG funds to help their existing program participants remain stably housed during these critical winter months when people are spending most of their time indoors and the risk of spread is at its highest.

Applicability: For recipients that can document they meet the conditions for applying this waiver to FY21 grants funds, consistent with the justification in the CPD memo dated December 30, 2021. (See link below), the 24-month limits on housing relocation and stabilization services under 24 CFR 576.105(a)(5), (b)(2) and (c) are waived for program participants receiving rapid re-housing and homelessness prevention assistance who will have reached these 24-month limits between the date of this memorandum and March 31, 2022, as long as the assistance provided under this waiver does not extend beyond March 31, 2022 and is limited to program participants who will not be able to obtain or maintain housing without the benefit of this waiver.

4. Helping Current Program Participants Maintain Housing – Rental Assistance

Prior to the Waiver there is a restriction of rental assistance to 24-months during any 3-year period.

With the Waiver there is flexibility to provide rental assistance to program participants for more than 24-months during any 3-year period for the following reasons:

- (1) Those residing in congregate settings, where many people reside after losing their housing, are at increased risk of COVID-19 infection;
- (2) Helping program participants maintain housing will therefore continue to decrease the risk of people experiencing and at risk of homelessness from contracting COVID-19; and
- (3) Although this waiver flexibility can already be used with respect to ESG-CV and FY2020 and earlier FY funds, making this waiver flexibility applicable to the newer FY2021 ESG grant funds will minimize the chances that service providers will run out of usable ESG funds to help their existing program

participants remain stably housed during these critical winter months when people are spending most of their time indoors and the risk of spread is at its highest.

Applicability: For recipients that can document they meet the conditions for applying this waiver to FY21 grants funds, consistent with the justification in the CPD memo dated December 30, 2021. (See link below) the 24-month in a 3-year period restriction on rental assistance is waived for program participants receiving rapid re-housing and homelessness prevention assistance who will have reached their 24-month limit between the date of this memorandum and March 31, 2022, as long as the assistance provided under this waiver does not extend beyond March 31, 2022 and is limited to program participants who will not be able to obtain or maintain housing without the benefit of this waiver.

5. Restriction of Rental Assistance to Units with Rent at or Below FMR

Prior to the Waiver there is a restriction of rental assistance to units with rent at or below FMR.

With the Waiver FMR may be exceeded for Rapid Rehousing and Homeless Prevention provided it meets rent reasonableness standard.

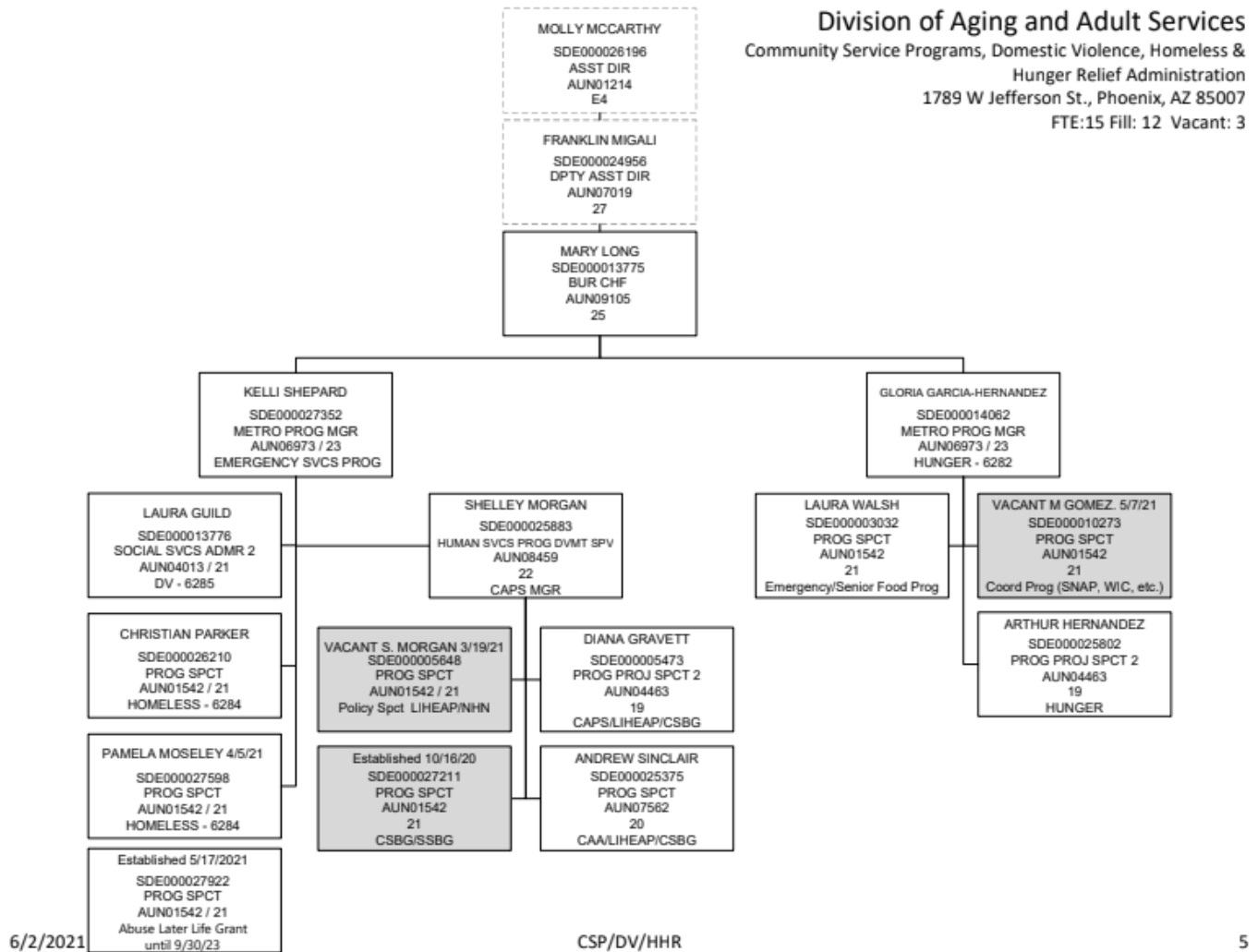
Applicability: For recipients that can document they meet the conditions for applying this waiver to FY21 grants funds, consistent with the justification in the CPD memo dated December 30, 2021. (See link below), the FMR restriction is waived for any individual or family receiving Rapid Re-housing or Homelessness Prevention assistance who executes a lease for a unit during the period beginning on the date of this memorandum and ending on March 31, 2022. The ESG recipient or subrecipient must still ensure that the units in which ESG assistance is provided to these individuals and families meet the rent reasonableness standard.

This waiver is only made available with respect to leases and subleases entered into between the date of this memorandum and March 31, 2022. However, unless HUD notifies the recipient otherwise, the recipient may continue to use its FY2021 ESG grant funds to assist program participants housed under this waiver through the end of their otherwise allowable term of assistance.

LINK FOR FULL CPD MEMO DATED 12-31-2021

https://www.hud.gov/sites/dfiles/CPD/documents/Additional_Waivers_CPD_COVID19_December_2021.pdf

Department of Economic Security's DAAS Organization Chart



SECTION 3 PROGRAM GUIDELINES

The Department of Economic Security's (DES) approach to implementing ESG is rooted in various evidence-based philosophies and guidelines, such as:

- (a) adhering to a Housing First philosophy and housing-focused models,
- (b) encouraging real-time, quality data,
- (c) advancing equity and inclusion, and,
- (d) encouraging community-wide collaboration, including Continuum of Care (CoC) partnerships and Coordinated Entry collaboration.

The following is an explanation of these guidelines.

a) Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry.

Housing First is premised on the following principles:

- Homelessness is first and foremost a housing crisis and can be addressed through the provision of safe and affordable housing.
- All people experiencing homelessness, regardless of their housing history and duration of homelessness, can achieve housing stability in permanent housing. Some may need very little support for a brief period of time, while others may need more intensive and long-term support.
- Everyone is "housing ready." Sobriety, compliance in treatment, or even criminal histories are not necessary to succeed in housing. Rather, homelessness programs and housing providers must be "consumer ready."
- Many people experience improvements in quality of life, in the areas of health, mental health, substance use, and employment, as a result of achieving housing.
- People experiencing homelessness have the right to self-determination and should be treated with dignity and respect.
- The exact configuration of housing and services depends upon the needs and preferences of the population.

For ESG Subrecipients, Housing First should be reflected in practices AND policies and procedures.

b) Real-time, quality data allows organizations and communities to understand the scale of homelessness, determine whether strategies are effective and improve programs, policies and systems.

Real-time, quality data can:

- Capture information around racial, ethnic, geographic, and other inequities and disparities.
- Improve accountability and transparency.
- Create a complete picture of homelessness to understand whether strategies are driving down the number of people experiencing homelessness.
- Create a shared understanding of individual housing needs, available housing options, and strategic resource allocation (e.g., using a real-time, by-name list).
- Equip organizations with shared information so that they can coordinate resources, develop strategic plans, and build adequate systems.
- Allow agencies to understand exactly how their services interact with each other and with other systems.
- Prevent inefficiencies such as retroactive data entry.
- Promote informed policy, program and funding decision-making.

ESG Subrecipients must adhere to HUD regulations that require Subrecipients to track ESG client and program data in HMIS for non-Victim Service Providers or a Comparable Database for Victim Service Providers.

c) To advance equity and inclusion, DES is committed to undoing systemic racism and disparate outcomes that are evident among those experiencing homelessness in Arizona. DES is using data to quantify ESG outcomes based on racial and ethnic demographics for those served, housed and still unhoused. DES continues to work with other Arizona agencies focused on racial justice to ensure ESG aligns with those efforts, hopefully avoiding duplication or undermining previous efforts.

d) Collaboration is essential to ending homelessness. For that reason, DES is committed to working alongside all ESG Recipients, subrecipients, other nonprofits and local governments, COC's and any internal and external stakeholders. DES encourages collaboration among ESG Subrecipients and will work to provide a platform/s for said collaboration. ESG subrecipients must participate in the local Coordinated Entry system and contribute data to the HMIS in the geographical COC, as required by HUD.

SECTION 4 ELIGIBLE ACTIVITIES AND PROGRAM COMPONENTS

ESG grant funding can be used for five categories; Street Outreach (SO), Emergency Shelter (ES), Homeless Prevention (HP), Rapid Rehousing (RRH), Homeless Management Information System (HMIS), and eligible Administration Costs.

STREET OUTREACH (24 CFR §576.101)

ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

Eligible Costs are limited to those necessary to provide emergency care on the street and generally fall under the following categories:

- 1) Engagement: The costs of activities to locate, identify and build relationships with unsheltered people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. This includes initial assessment, providing crisis counseling; addressing urgent physical needs, i.e. meals, blankets, clothes, toiletries; and actively connecting and providing information and referrals to programs targeted to connect homeless people with mainstream social services and housing programs including emergency shelter, rapid rehousing, permanent supportive housing and community based services. See 24 CFR §576.400 (b) and (c)

Case Management: The cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant. Eligible services and activities are as follows: using the centralized or coordinated assessment system as required under 576.400(d); conducting the initial evaluation required under 24 CFR 576.401(a), including verifying and documenting eligibility; counseling; developing, securing and coordinating services; obtaining Federal, State, and local benefits; monitoring participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan, including planning a path to permanent housing stability.

- 3) Emergency health services: Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered homeless people are living. ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area.

Street Outreach

Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate emergency medical treatment; and providing medication and follow-up services.

- 4) Emergency mental health services: Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living. ESG funds may be used only for these services to the extent that other appropriate mental health services are inaccessible or unavailable within the community. Eligible treatment consists of crisis interventions, the prescription of psychotropic medications, explanation about the use and management of medications, and combinations of therapeutic approaches to address multiple problems.
- 5) Transportation: The costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered people to emergency shelters or other service facilities are also eligible.

These costs include the following:

- a) The cost of a program participant's travel on public transportation;
- b) If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
- c) The cost of leasing a vehicle for the Subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes and maintenance for the vehicle; and
- d) The travel costs of Subrecipient staff to accompany or assist program participants to use public transportation.

Eligible Program Participants are those individuals and families who are literally homeless in areas not meant for human habitation as defined under paragraph (1)(i) of the homeless definition under 24 CFR 576.2.

EMERGENCY SHELTER (24 CFR §576.102) Shelter funding includes shelter operations and providing essential services to those residing in emergency shelter.

Eligible Costs are

1) Case management as it relates to assessing, arranging, coordinating and monitoring the delivery of services to meet the needs of the program participant. These consist of:

**Emergency
Shelter**

- a) Using the coordinated entry system as required under 24CFR 576.400 (d);
- b) Conducting the initial evaluation, including verifying and documenting eligibility;
- c) Counseling;
- d) Providing information and referrals to employment, healthcare, substance abuse and related services within the community. **(Note:** that referrals can be provided, however, direct case management for employment, health, substance abuse and other related services cannot be provided with these funds);
- e) Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking;
- f) Developing an individualized housing and service plan, including planning a path to permanent housing stability, including coordination of obtaining benefits.
- g) Monitoring and evaluating program participant progress.

2) **Childcare.** The costs of childcare for program participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. The childcare center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.

3) **Education services.** When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED).

4) **Employment assistance and job training.** The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on-the-job instruction; and services that assist individuals in securing employment, acquiring learning skills and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is an eligible cost. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates.

5) **Outpatient health services.** Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. ESG funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and non cosmetic dental care.

6) **Legal services.** Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing. ESG funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community. Eligible subject matters are child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants. Filing fees and other necessary court costs are also eligible.

7) **Life skills training.** The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness are eligible costs. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are budgeting resources, managing money, managing a household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.

8) **Mental health services.** Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions. ESG funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community. Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management.

9) **Substance abuse treatment services.** Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. ESG funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community. Eligible treatment consists of client intake and assessment, and outpatient treatment for up to 30 days. Group and individual counseling and drug testing are eligible costs. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.

10) **Transportation.** Eligible costs consist of the transportation costs of a program participant's travel to and from medical care, employment, child care, or other eligible essential services facilities. These costs include the following:

- i) The cost of a program participant's travel on public transportation;
- ii) Mileage allowance for service workers to visit program participants if they use their own vehicles;
- iii) The cost of leasing a vehicle for the Subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle;
- iv) The travel costs of Subrecipient staff to accompany or assist program participants to use public transportation.

11) **Services for special populations.** ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under CFR 576. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

12) **Shelter Operations,** including maintenance, rent, repair, security, fuel, insurance, and utilities. If major shelter repairs are being undertaken, ESG programs must comply with the requirements of 24 CFR §576.408 concerning displacement, relocation and acquisition in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

13) **Additional Emergency Shelter Requirements.**

- a) Prohibition against involuntary family separation. The age of a child under age 18 must NOT be used as a basis for denying any family's admission to an emergency shelter that uses ESG funding for services and provides shelter to families with children under age 18.
- b) Minimum period of use
 - i) Any building renovated with ESG funds must be maintained as a shelter for homeless individuals and families for not less than a period of 3 or 10 years, depending on the type of renovation and the value of the building. The minimum use date period begins on the date the building is first occupied by a homeless person after the completed renovation and for 10 year use will be enforced by a recorded deed with a use restriction.
 - 1) Major rehabilitation is defined as the costs exceeding 75% of the value of the building prior to rehabilitation. The minimum period of use is 10 years.
 - 2) Conversion is if the costs to convert a building into shelter exceed 75% of the value of the building after conversion. The minimum period of use is 10 years.
- c) Habitability Standards for Emergency Shelter
 - i) Whenever ESG funds are used under the Emergency Shelter component for shelter operations or shelter renovations, the building must meet the minimum standards for safety, sanitation, and privacy provided in 576.403 (a) &(b). The same standards apply regardless of the amount of ESG funds involved. This includes:
 - 1) Lead-based paint remediation and disclosure standards.
 - 2) Accessibility in accordance with Section 504 of the Rehabilitation Act (29 U.S.C 794) and implementing regulations at 24 CFR part 8; the Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C 12131 et seq.)and 28 CFR; where applicable.
 - 3) Adequate space and security must be provided for each program participant in the shelter that provides overnight accommodations. Each participant will have an acceptable place to sleep and security for themselves and their belongings.
 - 4) The Interior air quality within the shelter must be free of pollutants at a level that might threaten or harm the health of residents. Each room/space within the shelter must have a natural or mechanical means of ventilation.
 - 5) The water supply must be free of contamination.

- 6) Sanitary facilities that are in proper operating condition, are private and are adequate for personal cleanliness and the disposal of human waste will be provided for all shelter participants.
- 7) The shelter must have any necessary heating/cooling in proper operating condition.
- 8) The shelter must have adequate natural or artificial illumination to permit normal indoor activities and there must be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
- 9) Food preparation areas, if there are any, must contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.
- 10) For fire safety there must be at least one working smoke detector in each occupied unit of the shelter. The fire alarm system must be designed for hearing-impaired residents.
- 11) The ESG program must ensure that the shelter meets any Arizona state or local codes that add to or exceed HUD's minimum standards.
- 12) The shelter must meet all standards for the entire period during which ESG funds are provided for operating the emergency shelter.
- 13) If the shelter fails to meet the minimum standards, ESG funds may be used to bring it up to the minimum standards, if available and approved by DES.

Eligible Program Participants are those individuals and families who are literally homeless residing in an emergency shelter.

HOMELESS PREVENTION (24 CFR §576.103) ESG funds may be used for housing relocation and stabilization services (case management): Funds must be used to create and implement a comprehensive, easily accessible service and housing response system that addresses the needs of those who are homeless or at serious risk of homelessness.

a)Eligible Costs are:

1. Short-term rental assistance (3 months)
2. Medium-term rental assistance (3-24 months)
3. Housing search and placement
4. Housing stability case management
5. Rental arrearages (up to 6 months)
6. Security and Utility deposits (for new units only)

7. Utility deposits or arrearages
8. Other related one-time or short-term expenses to assist in maintaining housing
9. Leasing assistance, as necessary, to prevent the household from becoming homeless when the assistance is necessary to help the household regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

b) ESG programs must comply with Fair Market Rent (FMR) standards set by HUD, as applicable. Rental assistance as part of the Homelessness Prevention program component must not exceed the FMR standards as set by HUD for an area, as provided under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507. FMR set by HUD can be found here: <https://www.huduser.gov/portal/datasets/fmr.html>.

c) Habitability Standards for Rapid Rehousing.

i) The Subrecipient cannot use ESG funds to help a program participant remain in or move into housing that does not meet the minimum habitability standards under 24 CFR 576.403(c). This restriction applies to all activities under HP.

In addition the Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856) and implementing regulations in 24 CFR Part 35, subparts A,B,H,J,K M and R apply to all housing occupied by program participants under an ESG funded program.

ii) The subrecipient must document compliance with habitability standards as listed and as outlined in 24 CFR 576:

1) *Structure and materials.* The structures must be structurally sound to protect residents from the elements and not pose any threat to the health and safety of the residents.

2) *Space and Security.* Each resident must be provided adequate space and security for themselves and their belongings. Each resident must have an acceptable place to sleep.

3) *Interior air quality.* The interior air must be free of pollutants at a level that might threaten or harm the health of residents and there need to be a natural or mechanical means of ventilation.

4) *Water supply.* The water supply must be free from contamination.

5) *Sanitary facilities.* Residents must have access to sanitary facilities that are in proper operating condition, are private and are adequate for personal cleanliness and the disposal of human waste.

6) *Thermal environment.* The housing must have necessary heating/cooling facilities in proper operating condition.

7) *Illumination and electricity.* The housing must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical outlets to permit the safe use of electrical appliances in the structure.

8) *Food preparation.* All food preparation areas must contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.

9) *Sanitary conditions.* The housing must be maintained in a sanitary condition.

10) *Fire safety.* There must be a second means of exiting the building in the event of fire or other emergency. Each unit must include at least one battery operated or hardwired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

f) *Housing stability case management.*

i) While providing homeless prevention assistance to a program participant, the Recipient or Subrecipient must:

(1) Require the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability; and

(2) Develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends, taking into account all relevant considerations, such as the program participant's current or expected income and expenses; other public or private assistance for which the program participant will be eligible and likely to receive; and the relative affordability of available housing in the area

Eligible Program Participants are households who meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in 24 CFR 576.2 and have an annual income below 30 percent of median family income for the area, as determined by HUD.

Risk factors that make finding and maintaining housing more challenging should be used to screen people into assistance rather than screening them out.

RAPID REHOUSING (24 CFR §576.104) Actions taken to assist homeless persons to obtain permanent housing in properties not operated by the grantee; or payment of security deposits, utility deposits or first month’s rent. It includes housing relocation and stabilization services along with financial rental assistance to help a homeless household move as quickly as possible into permanent housing and achieve stability in that housing.

Eligible Costs are:

- 1) Housing Relocation and Stabilization Services:
 - a) *Financial Assistance costs:* Subject to the general conditions under 24CFR 576.103-104.
 - i) Rental application fees for the rental housing application that is charged by the owner to all applicants.
 - ii) A security deposit that is equal to no more than 1.5 months' rent as is written in the Arizona Landlord Tenant Act.
 - iii) The last month's rent may be paid if necessary to obtain housing for a program participant to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating the program participant's total rental assistance, which cannot exceed 24 months during any 3-year period.
 - iv) Utility deposits required by the utility company for all customers for the utilities listed in paragraph (5) of this section.
 - v) Utility payments up to 24 months per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water,

Rapid Re-
housing
Eligible
activities

- and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period.
- vi) Moving costs. such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under paragraph (b) of this section and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.
 - vii) If a program participant receiving short- or medium-term rental assistance under 24 CFR 576.106 meets the conditions for an emergency transfer under 24 CFR 5.2005(e), ESG funds may be used to pay amounts owed for breaking a lease to effect an emergency transfer. These costs are not subject to the 24-month limit on rental assistance under 24 CFR 576.106.
- b) *Services Cost*. Subject to the general restrictions under 24 CFR 576.103-104.
- i) Housing search and placement which is the services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, include the following:
 - (1) Assessment of housing barriers, needs, and preferences;
 - (2) Development of an action plan for locating housing;
 - (3) Housing search;
 - (4) Outreach to and negotiation with owners;
 - (5) Assistance with submitting rental applications and understanding leases;
 - (6) Assessment of housing for compliance with ESG requirements for habitability, lead-based paint, and rent reasonableness;
 - (7) Assistance with obtaining utilities and making moving arrangements; and
 - (8) Tenant counseling.
 - ii) Housing stability case management to assess, arrange, coordinate, and monitor the delivery of individualized services to facilitate housing stability for a household who resides in permanent housing or to assist a household in overcoming immediate barriers to obtaining housing. This assistance cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing. Component services and activities consist of:

- (1) Using the centralized or coordinated assessment system as required under 24 CFR 576.400(d), to evaluate households applying for or receiving rapid re-housing assistance;
 - (2) Conducting the initial evaluation required under 24 CFR 576.401(a), including verifying and documenting eligibility, for households applying for rapid re-housing assistance;
 - (3) Counseling;
 - (4) Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
 - (5) Monitoring and evaluating program participant progress;
 - (6) Providing information and referrals to other providers;
 - (7) Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
 - (8) Conducting re-evaluations required under 24 CFR 576.401(b).
- iii) Mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.
- iv) Legal services as set forth in 24 CFR 576.102(a)(1)(vi), except that the eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.
- v) Credit repair in terms of credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report and resolving personal credit problems. This assistance does not include the payment or modification of a debt.
- c) *Use with other subsidies* is prohibited. Financial assistance under paragraph (a) of this section cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the URA, during the period of time covered by the URA payments.
- d) *Housing counseling*, as defined in 24 CFR 5.100, that is funded with or provided in connection with ESG funds must be carried out in accordance with 24 CFR 5.111. When housing services that are incidental to a larger set of holistic case management services, are provided, these services do

not meet the definition of housing counseling, as defined in 24 CFR 5.100, and therefore are not required to be carried out in accordance with the certification requirements of 24 CFR 5.111 nor are they an eligible cost.

2) *Short and medium term rental assistance*

- a) General provisions. Subject to the general conditions under 24 CFR 576.103-104, the Subrecipient may provide a program participant with up to 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance:
 - i) Short-term rental assistance is for up to 3 months of rent.
 - ii) Medium-term rental assistance for more than 3 but not more than 24 months of rent.
 - iii) Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
 - iv) Rental assistance may be tenant-based or project-based, as set forth in paragraphs (h) and (i) of this section.
- b) When there are *other subsidies*, except for a one time payment of rental arrears on the tenant's portion of the rental payment, rental assistance cannot be provided to a program participant who is receiving tenant-based rental assistance, or living in a housing unit receiving project-based rental assistance or operating assistance, through other public sources. Rental assistance may not be provided to a program participant who has been provided with replacement housing payments under the URA during the period of time covered by the URA payments.
- c) *Rent restrictions.*
 - i) Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.
 - ii) For purposes of calculating rent under this section, the rent shall equal the sum of the total monthly rent for the unit, any fees required for occupancy under the lease (other than late fees and pet fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the public housing authority for the area in which the housing is located.
- d) A *rental assistance agreement* with the owner must be in place in order for the Subrecipient to make rental assistance payments. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the Subrecipient a copy of any notice to the program participant to vacate the housing unit or any complaint used under State or local law to commence an eviction action against the program participant. Each rental assistance agreement that is

executed or renewed on or after December 16, 2016 must include all protections that apply to tenants and applicants under 24 CFR part 5, subpart L, as supplemented by 24 CFR 576.409, except for the emergency transfer plan requirements under 24 CFR 5.2005(e) and 576.409(d). If the housing is not assisted under another “covered housing program”, as defined in 24 CFR 5.2003, the agreement may provide that the owner's obligations under 24 CFR part 5, subpart L (Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking), expire at the end of the rental assistance period.

- e) The Subrecipient must make *timely payments* to each owner in accordance with the rental assistance agreement. The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The Subrecipient is solely responsible for paying late payment penalties that it incurs with non-ESG funds.
- f) A *legally binding, written lease* for the rental unit is required for each program participant receiving rental assistance unless the assistance is solely for rental arrears. The lease must be between the owner and the program participant. Where the assistance is solely for rental arrears, an oral agreement may be accepted in place of a written lease, if the agreement gives the program participant an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the owner's financial records, rent ledgers, or canceled checks. For program participants living in housing with project-based rental assistance under paragraph (i) of this section, the lease must have an initial term of 1 year. Each lease executed on or after December 16, 2016 must include a lease provision or incorporate a lease addendum that includes all requirements that apply to tenants, the owner or lease under 24 CFR part 5, subpart L (Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking), as supplemented by 24 CFR 576.409, including the prohibited bases for eviction and restrictions on construing lease terms under 24 CFR 5.2005(b) and (c). If the housing is not assisted under another “covered housing program,” as defined in 24 CFR 5.2003, the lease provision or lease addendum may be written to expire at the end of the rental assistance period.
- g) *Tenant-based rental assistance.*
 - i) A program participant who receives tenant-based rental assistance may select a housing unit in which to live and may move to another unit or building and continue to receive rental assistance, as long as the program participant continues to meet the program requirements.
 - ii) The Recipient may require that all program participants live within a particular area for the period in which the rental assistance is provided.
 - iii) The rental assistance agreement with the owner must terminate and no further rental assistance payments under that agreement may be made if:

- (1) The program participant moves out of the housing unit for which the program participant has a lease;
 - (2) The lease terminates and is not renewed; or
 - (3) The program participant becomes ineligible to receive ESG rental assistance.
- h) *Project-based rental assistance.* If the Subrecipient identifies a permanent housing unit that meets ESG requirements and becomes available before a program participant is identified to lease the unit, the Subrecipient may enter into a rental assistance agreement with the owner to reserve the unit and subsidize its rent in accordance with the following requirements:
- i) The rental assistance agreement may cover one or more permanent housing units in the same building. Each unit covered by the rental assistance agreement ("assisted unit") may only be occupied by program participants, except as provided under paragraph (i)(4) of this section.
 - ii) The Subrecipient may pay up to 100 percent of the first month's rent, provided that a program participant signs a lease and moves into the unit before the end of the month for which the first month's rent is paid. The rent paid before a program participant moves into the unit must not exceed the rent to be charged under the program participant's lease and must be included when determining that program participant's total rental assistance.
 - iii) The Subrecipient may make monthly rental assistance payments only for each whole or partial month an assisted unit is leased to a program participant. When a program participant moves out of an assisted unit, the Subrecipient may pay the next month's rent, i.e., the first month's rent for a new program participant, as provided in paragraph (i)(2) of this section.
 - iv) The program participant's lease must not condition the term of occupancy to the provision of rental assistance payments. If the program participant is determined ineligible or reaches the maximum number of months over which rental assistance can be provided, the Subrecipient must suspend or terminate the rental assistance payments for the unit. If the payments are suspended, the household may remain in the assisted unit as permitted under the lease, and the Subrecipient may resume payments if the individual or family again becomes eligible and needs further rental assistance. If the payments are terminated, the rental assistance may be transferred to another available unit in the same building, provided that the other unit meets all ESG requirements.
 - v) The rental assistance agreement must have an initial term of one year. When a new program participant moves into an assisted unit, the term of the rental assistance agreement may be extended to cover the initial term of the program participant's lease. If the program participant's lease is renewed, the rental assistance agreement may be renewed or extended, as needed, up to the maximum number of months for which the

program participant remains eligible. However, under no circumstances may the Recipient or Subrecipient commit ESG funds to be expended beyond the expenditure deadline in 24 CFR 576.203 or commit funds for a future ESG grant before the grant is awarded.

- i) Regardless of *changes in household composition*, the limits on the assistance under this section apply to the total assistance an individual receives, either as an individual or as part of a family.

3) **Additional Requirements for Rapid Re-Housing.**

a) Evaluation of program participant eligibility and needs.

i) The Subrecipient must conduct an *initial evaluation* to determine the eligibility of each household's eligibility for ESG assistance and the amount and types of assistance the household needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under 24 CFR 576.400(d) and the written standards established under 24 CFR 576.400(e).

b) Re-evaluations for rapid re-housing assistance.

i) The Subrecipient must re-evaluate the program participant's eligibility and the types and amounts of assistance the program participant needs not less than once annually for program participants receiving rapid re-housing assistance. At a minimum, each re-evaluation of eligibility must establish that:

(1) The program participant does not have an annual income that exceeds 30 percent of median family income for the area, as determined by HUD; and

(2) The program participant lacks sufficient resources and support networks necessary to retain housing without ESG assistance.

ii) The Subrecipient may require each program participant receiving homelessness prevention or rapid re-housing assistance to notify the Subrecipient regarding changes in the program participant's income or other circumstances (e.g., changes in household composition) that affect the program participant's need for assistance under ESG. When notified of a relevant change, the Subrecipient must re-evaluate the program participant's eligibility and the amount and types of assistance the program participant needs.

c) Annual income documentation for Rapid Re-Housing. [CPD Income Eligibility Calculator and Income Limits](#)

i) For each program participant who receives rapid re-housing assistance for longer than one year, the following documentation of annual income must be maintained (24 CFR 24 CFR 576.500(f)):

ii) Income evaluation form containing the minimum requirements specified by HUD and completed by the Subrecipient

iii) Source documents for the assets held by the program participant and income received over the most recent period for which representative data is available before the date of the evaluation (i.e.; wage statement, public benefits statement)

iv) To the extent that source documents are unobtainable, a written statement by the relevant third party (e.g., employer, government benefits administrator) or written certification by the subrecipients intake staff of the oral verification by the relevant third party of the income the program participant received over the most recent period for which representative data is available.

v) To the extent that source documents and third party verification are unobtainable, the written certification by the program participant of the amount of income the program participant received for the most recent period representative of the income that the program participant is reasonably expected to receive over the three-month period following the evaluation.

vi) When determining the annual income of an individual or family, the Subrecipient must use the standard for calculating annual income under 24 CFR 5.609.

d) *Fair Market Rent.*

i) ESG programs must comply with habitability and Fair Market Rent (FMR) standards set by HUD, as applicable based on program type. These standards help to ensure that permanent housing and emergency shelters are safe for participants to stay in, and also ensure that costs for rental assistance are reasonable so that the highest number of participants can be served with available funding. Rental assistance as part of the Rapid Re-Housing program must not exceed the FMR standards as set by HUD for an area, as provided under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507. FMR set by HUD can be found here: <https://www.huduser.gov/portal/datasets/fmr.html> For purposes of calculating rent under this section, the rent shall equal the sum of the total monthly rent for the unit, any fees required for occupancy under the lease (other than late fees and pet fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the public housing authority for the area in which the housing is located.

e) Habitability Standards for Rapid Rehousing.

i) The Subrecipient cannot use ESG funds to help a program participant remain in or move into housing that does not meet the

minimum habitability standards under 24 CFR 576.403(c). This restriction applies to all activities under RRH.

In addition the Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856) and implementing regulations in 24 CFR Part 35, subparts A,B,H,J,K M and R apply to all housing occupied by program participants under an ESG funded program.

ii) The subrecipient must document compliance with habitability standards as listed and as outlined in 24 CFR 576:

1) *Structure and materials.* The structures must be structurally sound to protect residents from the elements and not pose any threat to the health and safety of the residents.

2) *Space and Security.* Each resident must be provided adequate space and security for themselves and their belongings. Each resident must have an acceptable place to sleep.

3) *Interior air quality.* The interior air must be free of pollutants at a level that might threaten or harm the health of residents and there need to be a natural or mechanical means of ventilation.

4) *Water supply.* The water supply must be free from contamination.

5) *Sanitary facilities.* Residents must have access to sanitary facilities that are in proper operating condition, are private and are adequate for personal cleanliness and the disposal of human waste.

6) *Thermal environment.* The housing must have necessary heating/cooling facilities in proper operating condition.

7) *Illumination and electricity.* The housing must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical outlets to permit the safe use of electrical appliances in the structure.

8) *Food preparation.* All food preparation areas must contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.

9) *Sanitary conditions.* The housing must be maintained in a sanitary condition.

10) *Fire safety.* There must be a second means of exiting the building in the event of fire or other emergency. Each unit must include at least one battery operated or hardwired smoke detector, in proper working condition, on each

occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

f) *Housing stability case management.*

i) While providing rapid re-housing assistance to a program participant, the Recipient or Subrecipient must:

- (1) Require the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability; and
- (2) Develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends, taking into account all relevant considerations, such as the program participant's current or expected income and expenses; other public or private assistance for which the program participant will be eligible and likely to receive; and the relative affordability of available housing in the area

Eligible Program Participants: Individuals and families who meet the criteria under paragraph (1) of the “homeless” definition in 24 CFR 576.2 or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition.

Program participants do not require an income assessment at initial evaluation. At re-evaluation - which must take place not less than once annually, the participant's household must have an annual income that does not exceed 30 percent of median family income for the area, as determined by HUD.

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) or Comparable Database. (24 CFR 576. 107(a)(1) and (a)(3)).

ESG Funds may be used for the costs of contributing to the required databases. Subrecipients who are not serving victims of domestic violence must use the CoC

HMIS. Victim Services Providers (VSP) that are recipients or subrecipients under Emergency Solutions Grant (ESG) Programs are required to collect client-level data consistent with [Homeless Management Information Systems \(HMIS\)](#) data collection requirements. Activities funded under this section must comply with HUD's standards on participation, data collection, and reporting under a local HMIS, including activities funded for victims service providers. The Subrecipient may use ESG funds to pay the costs of contributing data to the HMIS designated by the CoC for the area, or the comparable database. Eligible activities include:

- 1) Purchasing or leasing computer hardware;
- 2) Purchasing software or software licenses;
- 3) Purchasing or leasing equipment, including telephones, fax machines, and furniture;
- 4) Obtaining technical support;
- 5) Leasing office space;
- 6) Paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS;
- 7) Paying salaries for operating HMIS, including:
 - a) Completing data entry;
 - b) Monitoring and reviewing data quality;
 - c) Completing data analysis;
 - d) Training staff on using the HMIS or comparable database; and
 - e) Implementing and complying with HMIS requirements;
 - f) Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act;
 - g) Paying participation fees charged by the HMIS Lead, if the Recipient or Subrecipient is not the HMIS Lead. The HMIS Lead is the entity designated by the CoC to operate the area's HMIS.

ADMINISTRATION: (24 CFR 576.108) ESG funds may be used to cover the cost of overall program management, coordination, monitoring and evaluation. This does not include staff and overhead costs directly related to carrying out eligible activities described because those costs are eligible as part of those activities.

*Please note: this may not be an eligible activity.

Eligible administrative costs include:

1) *General management, oversight and coordination.* Costs of overall program management, coordination, monitoring, and evaluation. These costs include, but are not limited to, necessary expenditures for the following:

a) Salaries, wages, and related costs of the Recipient's staff, the staff of Subrecipients, or other staff engaged in program administration. In charging costs to this category, the Recipient may either include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The Recipient may use only one of these methods for each fiscal year grant. Program administration assignments include the following:

i) Preparing program budgets and schedules, and amendments to those budgets and schedules;

ii) Developing systems for assuring compliance with program requirements;

iii) Developing interagency agreements and agreements with Subrecipients and contractors to carry out program activities;

iv) Monitoring program activities for progress and compliance with program requirements;

v) Preparing reports and other documents directly related to the program for submission to HUD;

vi) Coordinating the resolution of audit and monitoring findings;

vii) Evaluating program results against stated objectives; and

viii) Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in paragraph (a)(1)(i)(A) through (G) of this section.

b) *Travel costs* incurred for monitoring of Subrecipients;

c) *Administrative services* performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and

d) *Other costs* for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities,

office supplies, and rental and maintenance (but not purchase) of office space.

2) *Training on ESG requirements.* Costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings.

3) *Environmental review.* Costs of carrying out the environmental review responsibilities under 24 CFR 576.407.

Indirect Costs: ESG grant funds may be used to pay indirect costs in accordance with 2 CFR part 200, subpart E. Indirect costs may be allocated to each eligible activity under 24 CFR 576.101 through 24 CFR 576.108, so long as that allocation is consistent with 2 CFR part 200, subpart E. The indirect costs charged to an activity subject to an expenditure limit under 24 CFR 576.100 must be added to the direct costs charged for that activity when determining the total costs subject to the expenditure limit.

If using your federally contracted rate, you shall provide a copy of the letter to DES. If an agency does not have a federally contracted rate, the ten percent (10%) de minimum allocation shall be used.

Ineligible Costs ESG funds cannot be used for:

- Continuum of Care Coordinating Expenses;
- Foreclosure prevention;
- Rental assistance for rent to own/lease to purchase;
- Prevention Assistance to help those on Section 8;
- Assistance (pay security deposits and/or utility deposits etc.) to those living in subsidized housing with the exception for a new voucher holder;
- Assisting a household with their rent if they have a project-based voucher;
- Assisting individual(s)/households in transitional housing;
- Set aside of money for individual(s) who may be at risk of losing their job;
- Assisting the homeless or those at risk of becoming homeless to expunge and/or pardon their criminal records or for re-entry advocacy to help ex-offenders get jobs;
- Pay rent bills from a previous address;
- Pay utilities and/or rent for tenants renting a unit owned by a family member;
- Shelter-focused case management;

- Mortgage payments or mortgage refinancing costs to make housing affordable;
- Rental assistance payments cannot be made on behalf of eligible individuals or families for the same period and for the same cost types that are being provided through another federal, state or local housing subsidy program;
- Pet Care;
- Acquisition, Construction or rehabilitation;
- Credit card bills or other consumer debt;
- Car repair for program participants;
- Medical or dental care and medicines;
- Clothing and grooming;
- Entertainment activities;
- Cash assistance to program participants;
- Development of discharge planning programs in mainstream institutions such as hospitals, nursing homes, jails, or prisons. However, persons who are being imminently discharged into homelessness from such public funded institutions are eligible to receive financial assistance through ESG;
- Payment of ESG programs licenses, certifications, and general classes (classes not specifically related to these funds); or
- Utility assistance for homeowners.

Additional Grant Administration Requirements

1) Federal Grant Administration Requirements

a) Time and Activity Reporting. 2 CFR Part 200 requires that Subrecipients keep detailed documentation on how ESG-funded staff track activities. This includes keeping both:

i) Time sheets, or tracking how ESG-funded staff spend each hour of their work day which are signed by the employee's direct supervisor at least monthly, and

ii) Activity records, or documentation for what the ESG-funded staff did during their ESG-allocated time as represented in their time sheets.

There are a variety of methods for carrying out the documentation requirements listed above. Parts of this documentation will be required for pay request reimbursements and other parts will be required to be maintained by

the Subrecipients and used for monitoring purposes. See the Pay Request Documentation (Section 6E: Pay Requests and Documentation Requirements) below.

b) Core Financial Controls. 2 CFR Part 200 requires that DES's Subrecipients utilize appropriate internal financial controls to track and document ESG expenditures. This requires Subrecipients to have written:

i) Separation and segregation of duties, which ensures that no one staff person has the responsibility for every financial component.

ii) Budget controls for tracking all ESG-funded budget expenditures. This includes strategies to track expenditures over time to ensure the timeliness of grant spend down, reconciliation for projected budgets and actual expenditures,

iii) Accounting Controls that track ESG funds by sources and uses by fund type by program year. This includes accounting for sources and uses of all funds, including but not limited to ESG funds and activities.

iv) If a Subrecipient uses cash, they must have cash controls in place that align with 2 CFR Part 200 Cash Control expectations.

c) Cost Principles. In alignment with 2 CFR Part 200, Subrecipients should have written policies and procedures in place to ensure that all costs are Reasonable, Allowable, Documented, and Allocable before they can be reimbursed.

i) Reasonable: All costs must be reasonable, meaning there is connection to the costs and the program management, a prudent person would incur the costs, or other reasonableness thresholds established by the Subrecipient are met before they are paid out of DES's ESG fund.

ii) Allowable: All costs must be eligible per 24 CFR 576 before they are paid from DES.

iii) Documented: All costs must be documented in two ways before they are paid by DES. They must be shown to:

(1) Be incurred and paid out by the Subrecipient, and

(2) Have occurred within the ESG grant agreement timeline and on ESG-eligible expenses.

iv) Allocable: All costs must be chargeable or assignable to the Subrecipient's ESG grant agreement before they are paid by DES.

d) *Audits.* If a Subrecipient receives an audit within the timeframe of an ESG grant agreement, they must submit a copy of that audit to DES within thirty days of receipt.

e) *Pay Requests and Backup Documentation Requirements.*

i) Reimbursement requests. ESG funds awarded through DES will be paid out with a reimbursement model. This means that Subrecipients expend ESG funds and then submit a request to DES for reimbursement. Costs eligible for reimbursement may only include eligible activities incurred within the timeframe of the ESG grant agreement. Costs that are not eligible per the ESG grant agreement or those incurred outside of the ESG grant agreement timeframe will not be reimbursed.

(1) Frequency: Reimbursement requests per contract are to be submitted to DES monthly.

(2) Method of Requesting Reimbursement: Pay requests must be submitted to the Grants Management assigned staff person, and must include the following:

(a) Draw request identifying the amount requested from each line item

(b) Supporting documentation for items requested for reimbursement (described in more detail below)

DES staff will review the reimbursement request and submitted documentation to ensure all costs are eligible for reimbursement through ESG, and that supportive documentation matches all costs accrued. If any errors or discrepancies are found, DES staff will return the payment to the Subrecipient with specific instructions for any corrective issues or additional documentation as needed. Reimbursement payments will be made to the Subrecipient within 30 days of receipt of the approved payment request.

AzDES Homeless Coordinator Invoice Approval Process	Department	Processing time
<p>Contracts receive an invoice with attached back-up electronically by email and upload it into DAARS (or provider can upload invoice and back-up directly in DAARS.</p> <p>*invoices are due to DES by the 25th of each month</p> <p>*Invoices are sent by email</p>	Contracts	See below
<p>Reviews invoices and back-up for compliance.</p> <ul style="list-style-type: none"> • If information is incorrect or missing, staff contacts the provider to address the issue. • If the information is correct, contract staff will send program notification email to review and approve the invoice. 	Contracts	5 days
<p>Programs compare invoice information in DAARS (data entered by contract staff/provider and any documents uploaded into DAARS), along with contract SOW and reviews for accuracy.</p>	Programs	See below
<ul style="list-style-type: none"> • If information is incorrect, programs will suspend the invoice; noting the issue in the comment box in DAARS. Programs will reach out to the provider, via email, copy contracts, and advise what the issue is. The provider will then submit a revised invoice or backup. • If the information is correct, programs then approve the invoice in DAARS and send an email notifying contracts and fiscal that the invoice has been approved and is ready to be paid. 	Programs	48-72 hours
<p>Invoice is paid by Fiscal</p>	Fiscal	48-72 hours

Supportive Documentation

<ul style="list-style-type: none"> ● RRH and HP Only 	In addition to completed invoice, attach: 1)tracking sheet, 2)cancelled checks or check register or general ledger. Do not include names, only HMIS #'s. 3)eligibility forms for each new participant each month. 4)participant surveys 5)monthly, quarterly, annual report(s) respectively
<ul style="list-style-type: none"> ● ES and SO 	In addition to completed invoice, attach: 1)participant surveys 2)monthly, quarterly, annual report(s) respectively
DO NOT INCLUDE	Payroll info Timesheets Other employee information Shelter expenses

f) *Drug Free Workplace* Recipients and subrecipients receiving funds from HUD are subject to [2 CFR part 2429](#), which implements the Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.), as amended, and required to provide a drug-free workplace. Compliance with this requirement means that the applicant will:

a. Publish a statement notifying employees that it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the applicant's workplace and such activities are prohibited. The statement must specify the actions that will be taken against employees for violation of this prohibition. The statement must also notify employees that, as a condition of employment under the federal award, they are required to abide by the terms of the statement and that each employee must agree to notify the employer in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace, no later than 5 calendar days after such conviction.

b. Establish an ongoing drug-free awareness program to inform employees about:

- 1) The dangers of drug abuse in the workplace;
- 2) The applicant's policy of maintaining a drug-free workplace;
- 3) Available drug counseling, rehabilitation, or employee assistance programs; and
- 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Notify HUD and other federal agencies providing funding in writing within 10 calendar days after receiving notice from an employee of a drug abuse conviction or otherwise receiving actual notice of a drug abuse conviction. The notification must be provided in writing to HUD's Office of Strategic Planning and Management, Grants Management Division, Department of Housing and Urban Development, 451 7th Street, SW, Room 3156, Washington DC 20410-3000, along with the following information:

- 1) The program title and award number for each HUD award covered;
- 2) The HUD staff contact name, telephone and fax numbers;
- 3) A grantee contact name, telephone and fax numbers; and
- 4) The convicted employee's position and title.

d. Require that each employee engaged in the performance of the federally funded award be given a copy of the drug-free workplace statement required in item (a) above and notify the employee that one of the following actions will be taken against the employee within 30 calendar days of receiving notice of any drug abuse conviction:

- 1) Institution of a personnel action against the employee, up to and including termination consistent with requirements of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended; or
- 2) Imposition of a requirement that the employee participates satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

e. Identify to the agency making the award all known workplaces under the award. The workplace identification must include the actual address of buildings or other sites where work under the award will take place. The applicant must also inform the agency of any workplace changes during the performance of the award. The identification of the workplaces must occur either:

- 1) At the time of application or upon award; or
- 2) In documents the applicant keeps on file in its offices during performance of the award, in which case the applicant must make the information available for inspection upon request by the agency.

SECTION 5 GRANTEE EXPECTATIONS

Eligibility to receive assistance under all ESG programs will be based on the guidelines outlined by HUD, initially by determining if the individual or family qualifies as “homeless” as defined in the HEARTH Act of 2009, SEC. 103, or at-risk of homelessness. Evaluation and eligibility policies and procedures are developed in accordance with the centralized or coordinated assessment requirements set forth under 24 CFR §576.400(d).

The recipient or its ESG programs must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under § 576.400(d) and the written standards established under § 576.400(e). REMEMBER: Participants have the right to refuse to answer questions on an intake/discharge form or refuse to have their data entered into HMIS and/or comparable database.

Termination of Participation, Denial and Grievance Procedures

i. Subrecipients **must** have written termination, denial, and grievance policies and/or procedures. The policies and/or procedures should be readily available to households either in written information or by posting the policy in a public place. It is important to effectively communicate these policies and/or procedures to households and ensure that they are fully understood.

a) Causes for termination may include, but are not limited to, failure to abide by any agreed upon requirements and fraud. A grievance procedure must include:

- A. Written notice to the household containing a clear statement of the reasons for termination;
- B. A review of the decision, in which the household is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision. This may include the household's right to question or confront staff involved; and
- C. Prompt written notice of the final decision.

b) Denial and Grievance

- A. Causes of denial of assistance include, but are not limited to, the household's ineligibility or failure to provide verifiable evidence of eligibility, etc. Established procedures should describe:

1. Circumstances in which a household may not qualify or would be denied;
2. Notification of denial; and
3. A household's right to review a grantee's decision.

Record Keeping Requirements are per 24 CFR 576.500. These include:

- 1) establishing written policies and procedures to ensure the requirements are met and
- 2) maintaining sufficient records that demonstrate the policies and procedures are in place and executed. Minimum expectations of content to be covered in the sub recipients written policies and procedures is:

a) Documentation of Homeless Status. The Subrecipient must document the eligibility of all ESG program participants and those who are ineligible. The Subrecipient must maintain and follow written intake procedures to ensure compliance with the homeless definition found in 24 CFR576.2. The written procedures must require documentation at intake. The required and acceptable types of documentation depend on the circumstance, found in 24 CFR 576.500(b) and 24 CFR 576.500(c). To obtain evidence of homeless status, Subrecipients must follow the order of priority below. This priority must be established in written procedures.

Order of Priority to Obtain Evidence of Homeless Status

1	Third-party documentation, which can include HMIS or comparable database records and written referrals
2	Intake worker observations
3	Certification from persons seeking assistance

i) Lack of third-party documentation must not prevent an individual or family from being immediately admitted to emergency shelter, receiving street outreach services, or being immediately admitted to shelter or receiving services provided by a victim service provider. Records contained in an HMIS or comparable database used by victim service or legal service providers are acceptable evidence of third-party documentation and intake worker observations if the HMIS retains an auditable history of all entries, including the person who entered the data, the date of entry, and the

change made; and if the HMIS prevents overrides or changes of the dates on which entries are made.

ii) Subrecipients are required to document eligibility at program entry, including emergency shelters. However, HUD recognizes that third-party documentation at the emergency shelter level is not feasible in all cases. For shelters where program participants may stay only one night and must leave in the morning, documentation must be obtained each night. If program participants may stay more than one night, then documentation must be obtained on the first night the household stays in the shelter.

iii) Subrecipients operating emergency shelters can document homeless status through a certification by the individual or head of household as the primary method of establishing homeless eligibility. In these instances, one method of meeting this standard would be to require households to complete a sign-in sheet, with a statement at the top informing the individual or head of household that by signing, they certify that they are homeless.

iv) Determinations of ineligibility. For each individual and family determined ineligible to receive ESG assistance, the Subrecipient's record must include documentation of the reason for that determination.

Documentation Requirement for the Categories of Homelessness and At-Risk of Homelessness:

a) Category 1 Documentation.

i) If the individual or family qualifies as homeless under Category 1 (i) or (ii) of this document (which corresponds with paragraph (1)(i) or (ii) of the homeless definition in 24 CFR 576.2), acceptable evidence includes a written observation by an outreach worker of the conditions where the individual or family was living, a written referral by another housing or service provider, or a certification by the individual or head of household seeking assistance.

ii) If the individual qualifies as homeless under Category 1(iii) meaning they are existing an institution (which corresponds to paragraph (1)(iii) of the homeless definition in 24 CFR 576.2), because he or she resided in an emergency shelter or place not meant for human habitation and is exiting an institution where he or she resided for 90 days or less, acceptable evidence includes the evidence described in section (e)(i)

(1) above and one of the following: (1) Discharge paperwork or a written or oral referral from a social worker, case manager, or other appropriate official of the institution, stating the beginning and end dates

of the time residing in the institution. All oral statements must be recorded by the intake worker; or

(2) Where that is not obtainable, a written record of the intake worker's due diligence in attempting to obtain the evidence described in section (e)(i)(1) of this document and a certification by the individual seeking assistance that states he or she is exiting or has just exited an institution where he or she resided for 90 days or less.

b) Category 2 Documentation.

i) If the individual or family qualifies as homeless under Category 2 (which corresponds to paragraph (2) of the homeless definition in 24 CFR 576.2), because the individual or family will imminently lose their housing, the evidence must include:

(1) Either:

(a) A court order resulting from an eviction action that requires the individual or family to leave their residence within 14 days after the date of their application for homeless assistance; or the equivalent notice under applicable state law, a Notice to Quit, or a Notice to Terminate issued under state law;

(b) For individuals and families whose primary nighttime residence is a hotel or motel room not paid for by charitable organizations or federal, state, or local government programs for low-income individuals, evidence that the individual or family lacks the resources necessary to reside there for more than 14 days after the date of application for homeless assistance; or 14 days after the date of application for homeless assistance. The intake worker must record the statement and certify that it was found credible. To be found credible, the oral statement must either: (I) be verified by the owner or renter of the housing in which the individual or family resides at the time of application for homeless assistance and documented by a written certification by the owner or renter or by the intake worker's recording of the owner or renter's oral statement; or (II) if the intake worker is unable to contact the owner or renter, be documented by a written certification by the intake worker of his or her due diligence in attempting to obtain the owner or renter's verification and the written certification by the individual or head of household seeking assistance that his or her statement was true and complete;

(2) Certification by the individual or head of household that no subsequent residence has been identified; and

(3) Certification or other written documentation that the individual or family lacks the resources and support networks needed to obtain other permanent housing.

(c) Category 3 Documentation.

i) If the individual or family qualifies as homeless under Category 3 (which corresponds to paragraph (3) of the homeless definition in 24 CFR 576.2), because the individual or family does not otherwise qualify as homeless under the homeless definition but is an unaccompanied youth under 25 years of age, or homeless family with one or more children or youth, and is defined as homeless under another Federal statute or section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), the evidence must include:

(1) For Category 3(i), certification of homeless status by the local private nonprofit organization or state or local governmental entity responsible for administering assistance under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.), the Head Start Act (42 U.S.C. 9831 et seq.), subtitle N of the Violence Against Women Act of 1994 (42 U.S.C. 14043e et seq.), section 330 of the Public Health Service Act (42 U.S.C. 254b), the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), section 17 of the Child Nutrition Act of 1966 (42 U.S.C. 1786), or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), as applicable;

(2) For Category 3 (ii), referral by a housing or service provider, written observation by an outreach worker, or certification by the homeless individual or head of household seeking assistance;

(3) For Category 3 (iii), certification by the individual or head of household and any available supporting documentation that the individual or family moved two or more times during the 60-day period immediately preceding the date of application for homeless assistance, including: recorded statements or records obtained from each owner or renter of housing, provider of shelter or housing, or social worker, case worker, or other appropriate official of a hospital or institution in which the individual or family resided; or, where these statements or records are unobtainable, a written record of the intake worker's due diligence in attempting to obtain these statements or records. Where a move was due to the individual or family fleeing domestic violence, dating violence, sexual assault, or stalking,

then the intake worker may alternatively obtain a written certification from the individual or head of household seeking assistance that they were fleeing that situation and that they resided at that address; and

(4) For Category 3 (iv), written diagnosis from a professional who is licensed by the state to diagnose and treat that condition (or intake staff-recorded observation of disability that within 45 days of date of the application for assistance is confirmed by a professional who is licensed by the state to diagnose and treat that condition); employment records; department of corrections records; literacy, English proficiency tests; or other reasonable documentation of the conditions required under Category 3.

d) Category 4 Documentation.

i) If the individual or family qualifies under Category 4 (which corresponds to paragraph (4) of the homeless definition in 24 CFR 576.2), because the individual or family is fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or lifethreatening conditions related to violence, then acceptable evidence includes an oral statement by the individual or head of household seeking assistance that they are fleeing that situation, that no subsequent residence has been identified and that they lack the resources or support networks (e.g., family, friends, faith-based or other social networks) needed to obtain other housing. If the individual or family is receiving shelter or services provided by a victim service provider, the oral statement must be documented by either a certification by the individual or head of household; or a certification by the intake worker. Otherwise, the oral statement that the individual or head of household seeking assistance has not identified a subsequent residence and lacks the resources or support networks (e.g., family, friends, faithbased or other social networks), needed to obtain housing must be documented by a certification by the individual or head of household that the oral statement is true and complete, and, where the safety of the individual or family would not be jeopardized, the domestic violence, dating violence, sexual assault, stalking, or other dangerous or lifethreatening condition must be verified by a written observation by the intake worker or a written referral by a housing or service provider, social worker, legal assistance provider, health-care provider, law enforcement agency, legal assistance provider, pastoral counselor, or any other organization from whom the individual or head of household has sought assistance for domestic violence, dating violence, sexual assault, or stalking. The written referral or observation need only include the

minimum amount of information necessary to document that the individual or family is fleeing, or attempting to flee domestic violence, dating violence, sexual assault, and stalking.

e) At-Risk of Homelessness Documentation.

i) For each individual or family who receives ESG homelessness prevention assistance, the records must include the evidence relied upon to establish and verify the individual or family's "at risk of homelessness" status. This evidence must include an intake and certification form that meets HUD specifications and is completed by the Recipient or Subrecipient. The evidence must also include:

ii) If the program participant meets the criteria under the ESG Eligible Participants header, section (a)(i) of this document (which corresponds to paragraph (1) of the "at risk of homelessness" definition in 24 CFR 576.2):

(1) The documentation specified under this section for determining annual income;

(2) The program participant's certification on a form specified by HUD that the program participant has insufficient financial resources and support networks; e.g., family, friends, faith-based or other social networks, immediately available to attain housing stability and meets one or more of the conditions under the ESG Eligible Participants header, section (a)(i)(3) of this document (which corresponds to paragraph (1)(iii) of the "at risk of homelessness" definition in 24 CFR 576.2)

(3) The most reliable evidence available to show that the program participant does not have sufficient resources or support networks; e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "homeless" definition. Acceptable evidence includes:

(a) Source documents (e.g., notice of termination from employment, unemployment compensation statement, bank statement, health-care bill showing arrears, utility bill showing arrears);

(b) To the extent that source documents are unobtainable, a written statement by the relevant third party (e.g., former employer, public administrator, relative) or the written certification by the Recipient's or Subrecipient's

intake staff of the oral verification by the relevant third party that the applicant meets one or both of the criteria under the ESG Eligible Participants header, section (a)(ii) of this document (which corresponds to paragraph (1)(ii) of the “at risk of homelessness” definition in 24 CFR 576.2)

(c) To the extent that source documents and third-party verification are unobtainable, a written statement by the Recipient's or Subrecipient's intake staff describing the efforts taken to obtain the required evidence; and

(4) The most reliable evidence available to show that the program participant meets one or more of the conditions under the ESG Eligible Participants header, section (a)(i)(3) of this document (which corresponds to paragraph (1)(iii) of the “at risk of homelessness” definition in 24 CFR 576.2) Acceptable evidence includes:

(a) Source documents that evidence one or more of the conditions under paragraph (1)(iii) of the definition (e.g., eviction notice, notice of termination from employment, bank statement);

(b) To the extent that source documents are unobtainable, a written statement by the relevant third party (e.g., former employer, owner, primary leaseholder, public administrator, hotel or motel manager) or the written certification by the Recipient's or Subrecipient's intake staff of the oral verification by the relevant third party that the applicant meets one or more of the criteria under paragraph (1)(iii) of the definition of “at risk of homelessness”; or

(c) To the extent that source documents and third-party verification are unobtainable, a written statement by the Recipient's or Subrecipient's intake staff that the staff person has visited the applicant's residence and determined that the applicant meets one or more of the criteria under paragraph (1)(iii) of the definition or, if a visit is not practicable or relevant to the determination, a written statement by the Recipient's or Subrecipient's intake staff describing the efforts taken to obtain the required evidence; or

iii) If the program participant meets the criteria under the ESG Eligible Participants header, section (a)(ii) or (a)(iii) of this document

(which corresponds to paragraph (2) and (3) of the “at risk of homelessness” definition in 24 CFR 576.2), certification of the child or youth's homeless status by the agency or organization responsible for administering assistance under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.), the Head Start Act (42 U.S.C. 9831 et seq.), subtitle N of the Violence Against Women Act of 1994 (42 U.S.C. 14043e et seq.), section 330 of the Public Health Service Act (42 U.S.C. 254b), the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), section 17 of the Child Nutrition Act of 1966 (42 U.S.C. 1786) or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), as applicable.

- 5) *Program Participant Records.* (24 CFR 24 CFR 576.500(f)). Subrecipients must maintain records for each program participant that document (1) the services and assistance provided to the program participants, such as rental assistance or utility payments, (2) compliance with the applicable 5) Program Participant Records. (24 CFR 24 CFR 576.500(f)). Subrecipients must maintain records for each program participant that document (1) the services and assistance provided to the program participants, such as rental assistance or utility payments, (2) compliance with the applicable requirements for providing services and assistance to the program participant under the program components and eligible activities provisions at 24 CFR 576.101 through 24 CFR 576.106, the provision on determining eligibility and amount and type of assistance at 24 CFR 576.401(a) and (b), and the provision on using appropriate assistance and services at 24 CFR 576.401(d) and (e), and (3) where applicable, compliance with the termination of assistance requirement in 24 CFR 576.402.
- 6) *Centralized or coordinated assessment systems and procedures* (24 CFR 24 CFR 576.500(g)). The Recipient and its Subrecipients must keep documentation evidencing the use of, and written intake procedures for, the centralized or coordinated assessment system(s) developed by the CoC in accordance with the requirements established by HUD.
- 7) *Rental assistance agreements and payments* (24 CFR 24 CFR 576.500(h)). The Subrecipient's records must include copies of all leases and rental assistance agreements for the provision of rental assistance, documentation of payments made to owners for the provision of rental assistance, and supporting documentation for these payments, including dates of occupancy by program participants.

- 8) *Utility allowance* (24 CFR 24 CFR 576.500(i)). The records must document the monthly allowance for utilities (excluding telephone) used to determine compliance with the rent restriction.
- 9) *Shelter and housing standards* (24 CFR 24 CFR 576.500(j)). The records must include documentation of compliance with the shelter and housing standards in 24 CFR 576.403, including inspection reports.
- 10) *Emergency shelter facilities* (24 CFR 24 CFR 576.500(k)). The Recipient must keep records of the emergency shelters assisted under the ESG program, including the amount and type of assistance and, as applicable, documentation of the value of the building before rehabilitation or after conversion and copies of the recorded deed or use restrictions.
- 11) *Services and assistance provided* (24 CFR 24 CFR 576.500(l)). The Recipient must keep records of the types of essential services, rental assistance, and housing stabilization and relocation services provided under the Recipient's program and the amounts spent. The Recipient and its Subrecipients that are units of general purpose local government must keep records to demonstrate compliance with the maintenance of effort requirement (e.g., records of their annual budgets and street outreach and emergency shelter services sources of funding).
- 12) *Coordination with Continuum(s) of Care and other programs* (24 CFR 24 CFR 576.500(m)). The Recipient and its Subrecipients must document their compliance with the requirements of 24 CFR 576.400 for consulting with the Continuum(s) of Care and coordinating and integrating ESG assistance with programs targeted toward homeless people and mainstream service and assistance programs.
- 13) *HMIS* (24 CFR 24 CFR 576.500(n)). The Recipient must keep records of the participation in HMIS or a comparable database by all projects of the Subrecipients.
- 14) *Homeless participation* (24 CFR 24 CFR 576.500(q)). The Subrecipient must document compliance with the following requirement (24 CFR 576.405): To the maximum extent practicable, the Subrecipient must involve individuals and families experiencing homelessness in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG.
- 15) *Conflicts of interest* (24 CFR 24 CFR 576.500(p)). The Subrecipients must keep records to show compliance with the organizational conflicts-of-interest requirements in 24 CFR 576.404(a), a copy of the personal

conflicts of interest policy or codes of conduct developed and implemented to comply with the requirements in 24 CFR 576.404(b), and records supporting exceptions to the

- 16) *Other Federal requirements* (24 CFR 24 CFR 576.500(s)). The Recipient and its Subrecipients must document their compliance with the Federal requirements in 24 CFR 576.407 and 24 CFR 576.409, as applicable, including record that demonstrate:
 - a) Compliance with the nondiscrimination and equal opportunity and affirmative outreach requirements
 - b) Compliance with the uniform administrative requirements in 2 CFR part 200
 - c) Compliance with the environmental review requirements
 - d) Certifications and disclosure forms required under the lobbying and disclosure requirements in 24 CFR part 87
 - e) Data on emergency transfers requested under 24 CFR 576.409, pertaining to victims of domestic violence, dating violence, sexual assault, or stalking, including data on the outcomes of such requests
- 17) *Financial records* (24 CFR 24 CFR 576.500(u)). The Recipient and Subrecipient must retain supporting documentation for all costs charged to the ESG grant. Documentation and records must show (a) that ESG grant funds were spent on allowable costs in accordance with eligible activities (24 CFR 576.101 through 24 CFR 576.109, financial management in 2 CFR 200.302, and the cost principles in 2 CFR part 200, subpart E), (b) the receipt and use of program income, and (c) compliance with the expenditure limits in 24 CFR 576.100 and expenditure deadline in 24 CFR 576.203.
- 18) *Subrecipients and contractors* (24 CFR 24 CFR 576.500(v)). The Recipient must retain copies of solicitations of and agreements with Subrecipients, records of payment requests and dates of payments to Subrecipients, and documentation of all monitoring and sanctions of Subrecipients. As a state, the Recipient must keep records of each recapture and distribution of recaptured funds (24 CFR 576.501). The Recipient and its Subrecipients must retain copies of procurement contracts and documentation of compliance with the procurement requirements in 2 CFR part 200, subpart D.

19) *Confidentiality* (24 CFR 24 CFR576.500(x)). The Recipient and its Subrecipients must develop, implement, and maintain written procedures to ensure:

- a) All records containing personally identifying information of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential
- b) The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter
- c) The address or location of any housing of a program participant will not be made public, except as provided under a preexisting privacy policy of the Recipient or Subrecipient and consistent with state and local laws regarding privacy and obligations of confidentiality.

20) *Period of record retention* ((24 CFR 24 CFR576.500(y)). All records pertaining to each fiscal year of ESG funds must be retained for the greater of five years or the period specified below. Copies made by microfilming, photocopying, or similar methods may be substituted for the original records.

- a) Documentation of each program participant's qualification must be retained for 5 years after the expenditure of all funds from the corresponding grant
- b) Where ESG funds that are used for emergency shelter renovation involves costs charged to the ESG grant that exceed 75% of the building value before renovation, records must be retained until 10 years after the date that ESG funds are first obligated for the renovation
- c) Where ESG funds are used to convert a building into an emergency shelter and the costs charged to the ESG grant for the conversion exceed 75% of the value of the building after conversion, records must be retained until 10 years after the date that ESG funds are first obligated for the conversion

21) *Access to records* (24 CFR 24 CFR 576.500(z)). Regarding federal government rights, the Recipient and its Subrecipients must comply with the requirements for access to records in 2 CFR 200.336. Regarding public rights, the Recipient must provide citizens, public agencies, and other

interested parties with reasonable access to records regarding any uses of ESG funds.

22) *Additionally*, the Recipient and Subrecipients must adhere to recordkeeping requirements and document compliance around the following:

- a) Centralized or coordinated assessment systems and procedures (24 CFR 24 CFR576.500(g))
- b) Rental assistance agreements and payments (24 CFR 24 CFR576.500(h))
- c) Utility allowance (24 CFR 24 CFR576.500(i))
- d) Shelter and housing standards (24 CFR 24 CFR576.500(j)), including 24 CFR 576.403, including inspection reports
- e) Coordination with CoC and other programs (24 CFR 24 CFR576.500(m)) and 24 CFR 576.400
- f) HMIS (24 CFR 24 CFR576.500(m))
- g) Conflicts of interest (24 CFR 24 CFR576.500(p)), including 24 CFR 576.404(a), 24 CFR 576.404(b), and records supporting exceptions to the personal conflicts of interest prohibitions
- h) Faith-based activities (24 CFR 24 CFR576.500(r)) and 24 CFR 576.406
- i) Relocation (24 CFR 24 CFR576.500(t)) and 24 CFR 576.408

Data Quality. To ensure HUD compliance and maximize use of data and data-driven strategies DES will monitor for data quality among its Subrecipients. Data quality refers to data accuracy and consistency, timeliness, and completeness. Accurate and consistent data ensure that data capture correct information on service engagement and community resources, such as a participant's assessment or the number of a community's shelter beds. Timely data enable the Grantee, Subrecipients, and CoCs to produce real-time data that reflect the current situation. Complete data provide a full understanding of a participant's circumstances and service engagement and a Subrecipient's performance.

Continuum of Care (CoC) Involvement. Consultation between the State, CoC, other ESG Recipients (i.e., entitlement communities), and additional service providers is critical to align ESG planning and implement a strategic

and coordinated continuum of homeless services. DES consults with each CoC in determining the following:

- a) How to allocate ESG funds each program year;
- b) Developing the performance standards for, and evaluating the outcomes of, projects and activities assisted by ESG funds;
- c) The State reserves the right to establish the type of consultation used to gather feedback from CoCs, which may include but is not limited to: stakeholder meetings, feedback on draft documents, stakeholder survey, focus or work groups, and CoC involvement in direct funding decisions. The State will also work to coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to homeless people in the area covered by the CoC or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness for that area.

Coordinated Entry System Involvement. All ESG-funded programs must participate in the Coordinated Entry System (CES) established by their CoC within their geographic location. As mandated by HUD, CoCs and ESG subrecipients must work together to ensure the CoC's CES allows for coordinated screening, assessment, and referrals for ESG-funded projects. The CES allows for collaboration between homeless services providers and housing programs, and allows for a formal prioritization process for referrals to ensure the most vulnerable persons are matched quickly and efficiently to programs that best fit their needs. All Subrecipients funded through ESG are required to keep documentation evidencing the use of, and written intake procedures for, the centralized or coordinated assessment system(s) developed by the CoCs for their geographic area in accordance with the requirements established by HUD.

a) Coordinated Entry for Victim Service Providers. Participants that are fleeing domestic violence must be allowed to access programs through the CES for which they qualify, with appropriate measures established to keep the safety and confidentiality of participants at the forefront of all communications. ESG providers, including Victim Service Providers and non-Victim Service Providers,, must establish policies and procedures in line with the CES that outlines how to safely and securely make and accept referrals to programs within the CES. This includes following any guidelines and regulations set forth by the Violence Against Women Act (VAWA) for programs serving victims of domestic violence and sexual assault.

b) Emergency Transfer Policies (VAWA requirement). As required by HUD and VAWA, ESG providers must establish policies and procedures that

outline the emergency transfer process for a program participant who experiences domestic violence that compromises the safety of that participant's current housing placement. A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, is eligible for an emergency transfer as provided in HUD's regulations at 24 CFR part 5, subpart L.

Section 6: ADES MONITORING PROCEDURES. As HUD's Grantee, DES is responsible for ensuring that its ESG Subrecipients are in compliance with ESG requirements and expectations. As part of that responsibility, DES monitors its Subrecipients (and, if applicable, the organizations with which those Subrecipients subcontract) for compliance with 24 CFR part 576, including the Uniform Administrative Requirements at 2 CFR part 200, and related DES standards. DES's approach to monitoring is two-fold:

1. Monitoring is an ongoing process through which DES and the Subrecipient maintain ongoing communication around Subrecipient projects and activities, expenses, documentation, and other ESG-related efforts. For example, Contract Management process Subrecipients' requests for payment while also rigorously assessing use of funds and back-up documentation. Addressing questions, feedback, and/or potential concerns continuously (e.g., via pay request review) can prevent future compliance issues, mitigate future inefficiencies, and improve performance and processes.
2. Monitoring is also a scheduled formal monitoring session, through which Homeless Coordinators and Contract Management staff meet and communicate with their Subrecipients on predetermined topics, as well as topics that may arise during the session. For the remainder of this section, "monitoring" refers to this formal monitoring session, rather than the ongoing process and communication.

a. Risk-Based Monitoring. DES monitors ESG-funded organizations based on perceived risk. Those risks include, but are not limited to:

- i. Not having been monitored at least once during a three-year period;
- ii. Evidence from payment requests that the agency is not obligating or spending funds in a timely manner;
- iii. Being a new grantee or performing a new ESG component;
- iv. Evidence based on complaints, visual inspection that grantee is not providing shelter that conforms with the requirements or is not performing the funded activities in an appropriate manner; or
- v. Consistent staff turnover, organizational restructuring, or other changes in the ESG program

b. Types of Monitoring. DES conducts monitoring in two primary ways, both of which assess the ESG-funded organization's grants management and oversight, financial management, services, programming and eligibility, coordination (e.g., Coordinated Entry involvement) and data requirements, facilities, and/or other requirements. Each of these monitoring types requires written notification and advanced notice from DES, including a list of items or topics to be reviewed and other instructions or guidelines on the monitoring process

i. Full Monitoring. On-site review of documentation and other programmatic and administrative materials to ensure compliance with written standards and DES and HUD requirements. DES will conduct Full Monitors virtually, as needed.

1. The review will be scheduled in advance on a date that is mutually agreed upon and the DES Homeless Coordinator shall send confirmation in writing.
2. The review may result in more than one visit depending on the outcome of the initial report.
3. A copy of the monitoring tool/s will be provided.
4. Client files are chosen at random.

ii. Partial Monitoring. Virtual examination of documents requested to be sent to DES on an as needed basis.

3. Outcomes of Monitoring. After a monitoring session and thorough review of materials, there will be an exit interview with a summary of the monitoring discussed. Within thirty days of the monitoring review, DES sends the ESG-funded organization a written monitoring report. The report may include findings and/or concerns. Findings are based on noncompliance with a statutory, regulatory or program requirement. Findings are accompanied by and require corrective action. Concerns are based on deficiencies or areas of improvement and are not based on a statutory, regulatory or other program requirement. Although DES does not issue corrective actions with concerns, DES staff may make note of and offer guidance, recommendations, or support around the concern.

a) Performance Improvement Planning. If a Subrecipient's ESG program is found to have programmatic or administrative deficiencies during any monitoring mentioned above, DES will develop a Performance Improvement Plan (PIP) in collaboration with the Subrecipient. The PIPs are designed to provide a formal and collaborative process for agencies to access technical assistance from DES, ensure programs are aligned with

all ESG requirements, and improve the overall performance of ESG-funded programs.

1) To create a PIP, DES staff will schedule one-on-one meetings to discuss outcomes from the monitoring and create measurable goals with agency staff.

2) Progress will be reported through quarterly reports and will provide an opportunity for agencies to discuss with DES staff what challenges or successes a program has faced, including an opportunity for agencies to request technical assistance from DES staff to assist with meeting goals.

SECTION 7: DEFINITIONS

AMI – Area Median Income - is the midpoint in the income distribution within a specific geographic area. By definition, fifty percent (50%) of households earn less than the median income, and fifty percent (50%) earn more. HUD calculates AMI levels for different communities annually, with adjustments for family size. AMI is used to determine the eligibility of applicants for both federally and locally funded housing programs.

Arrears - The definition of arrears is an overdue payment, pursuant to the terms of the lease. Therefore, if the rent was due on May 10 any payment made after that date due for the month of May would be considered rental arrears, not current rent, even if that payment was made in the same month. For example, a payment made on May 20th would be arrears) ESG funds may be used to pay for rental arrears assistance (which may include late fees on those arrears) through a one-time payment of up to 6 months of rent. ESG funds may be used to pay for fees that are sometimes associated with utility arrears (such as late fees) and regaining utility service (such as reconnect fees). Keep in mind that an arrears payment is only an eligible cost if a tenant would actually be evicted for non-payment of their portion of the rent or utilities (Homelessness Prevention) or the arrears are preventing the household from obtaining permanent housing and achieving stability in that housing (Rapid Re-Housing).

Assessment - is a deeper level of inquiry into the actual problem and the client's strengths and needs related to solving the problem. Assessment helps with service-matching and provides the information needed to determine the expected type, intensity, and duration of assistance a client or household might receive.

At Risk of Homelessness – Consists of three (3) Categories as follows:

(1) An individual or family who: (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD; (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place (per 576.2 Paragraph 1) and (iii) meets one of the following conditions: (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organization or by federal, State, or local government programs for low income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the grantee's approved consolidated plan;

(2) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637 (11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330 (h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786 (b)(15)); or

(3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Act (42 U.S.C 11434a (and the parent(s) or guardians(s) of that child or youth if living with her or him).

BNL – By Name List - A single list of all identified persons experiencing homelessness in a given community. The list may be maintained and created in HMIS. List is used by local case conferencing and work groups to prioritize persons and families experiencing homelessness and to match persons with available housing and services based on identified need/acuity.

CAPER – Consolidated Annual Performance and Evaluation Report – Provides annual performance reporting on client outputs and outcomes that enables an assessment of grantee performance in achieving the housing stability outcome measures.

Case Conferencing – is a meeting at which local stakeholders meet to coordinate housing placement and services for individuals prioritized in the local by name list of homeless persons. Case conferencing may also be used to coordinate outreach efforts, complete document readiness, coordinate housing searches and coordinate follow up care between participating agencies.

CH - Chronic Homeless - A homeless individual with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility. In order to meet the “chronically homeless” definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven.

Chronically homeless families are families with adult heads of household who meet the definition of a chronically homeless individual. If there is no adult in the family, the family would still be considered chronically homeless if a minor head of household meets all the criteria of a chronically homeless individual. A chronically homeless family includes those whose composition has

fluctuated while the head of household has been homeless. Recipients and subrecipients of Continuum of Care Program funds are required to maintain and follow written intake procedures to ensure compliance with the “chronically homeless” definition. The procedures must establish the order of priority for obtaining evidence as third-party documentation first, intake worker observations second, and certification from the individual seeking assistance third.

Con Plan – Consolidated Plan – Arizona’s current plan is 2020-2024 and may be found @ azhousing.gov. Developed by local and state governments with input from citizens and community groups, the Consolidated Plan serves four (4) functions: 1) it is a planning document for each state and entitlement community, built upon public participation and input; 2) it is the application for funds under HUD's formula grant programs (CDBG, HOME, ESG and HOPWA); 3) it spells out local priorities; and 4) it spells out a three (3)– five (5) year strategy the jurisdiction will follow in implementing HUD programs. The housing plan must also address the needs of people with disabilities.

CoC – Continuum of Care - A program to help those experiencing homelessness obtain housing, job training, child care and other services. The Continuum of Care, which is the centerpiece of the federal policy on homelessness, stresses permanent solutions to homelessness through comprehensive and collaborative community planning. It is composed of representatives of relevant organizations, which generally includes non-profit providers of those experiencing homelessness, victim service providers, faith based organizations, governments, businesses, advocates, public housing agencies, school districts, mental health agencies, hospitals, institutions of higher learning, affordable housing developers, law enforcement, veteran organizations and those who are experiencing homelessness or have formerly had this experience, all come together to provide a system of outreach, engagement and assessment to provide shelter and a home.

CE – Coordinated Entry - Each CoC must develop a coordinated system of Access, Assessment, Prioritization, Referral and Housing Placement to quickly identify, prioritize and connect homeless persons with appropriate housing and supportive services to end their homelessness. This is a nationally recognized best practice and was adopted by HUD and is required by the HEARTH Act as well as 24 CFR 578.7(1)(8) and HUD Notice CPD-17-01.

DES – Arizona Department of Economic Security

ES – Emergency Shelter - Any facility, the primary purpose of which is to provide a temporary shelter for people experiencing homelessness in general or for specific populations of persons experiencing homelessness and which does not require occupants to sign leases or occupancy agreements. Stays should generally not exceed 90 days.

ESG – Emergency Solutions Grant - is block granted funds to entitlement communities (state governments, metropolitan cities, urban counties and U.S. territories). ESG funds are available for five (5) program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and data collection through the Homeless Management Information System (HMIS).

Eviction - A legal procedure to remove a resident from their living environment.

FMR – Fair Market Rents - Rent Schedules published in the Federal Register, which establish maximum eligible rent levels allowed under the Housing Choice Voucher Program/Section 8 by geographic area. Also used by other rent subsidy programs.

Grantee – is the legal entity to which HUD awards a grant such as ESG and the Grantee is held accountable for the use of the funds provided per rules and regulations.

HDX – The Homelessness Data Exchange - The Homelessness Data Exchange is an on-line tool designed to allow Homeless Continuums of Care to submit data to HUD for:

- The Annual Housing Inventory Count (HIC);
- Homeless Point-in-Time Counts (PIT);
- The Longitudinal System Analysis (LSA) fka as the Annual Homeless Assessment Report (AHAR/LSA); and
- HUD System Performance Measures (SPM)

These reports are based primarily on data collected and maintained in Homeless Management Information Systems (HMIS).

HEARTH – Homeless Emergency and Rapid Transition to Housing

Signed into Law May of 2009, amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including:

- a consolidation of HUD’s competitive grant programs;
- a change in HUD’s definition of homelessness and chronic homelessness;
- a simplified match requirement;
- an increase in prevention resources; and,
- an increase in the emphasis on performance.

HMIS – Homeless Management Information System

In 2001, Congress directed HUD to provide data and analysis on the extent and nature of homelessness and on the effectiveness of McKinney-Vento Act programs. In response, HUD began providing technical assistance and funding for communities to collect data systematically through local HMIS electronic databases that capture information on the characteristics and service needs of homeless persons. HMIS is designed to aggregate client-level data to generate an unduplicated count of clients served within a community's system of homeless services, often referred to as the Continuum of Care (CoC). The successful HMIS Initiative has changed the way that HUD and CoCs do business, moving from using often anecdotal or inconsistent evidence to using quality data for policy decisions.

Homeless - HUD has issued the final regulation to implement changes to the definition of homelessness contained in the Homeless Emergency Assistance and Rapid Transition to Housing Act(HEARTH). The definition affects who is eligible for various HUD-funded homeless assistance programs. The new definition includes four (4) broad categories of homelessness. [HUD Definitions and Recordkeeping requirements](#)

Housing First - Is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry.

Habitability Standards – Less stringent than HQS and does not require a certified inspector.

[ESG Emergency Shelter and Permanent Housing Standards](#)

HQS – Housing Quality Standards - Refers to the rules used when inspecting a rental unit to determine if the housing is safe, decent and sanitary.

HUD – Housing and Urban Development

A federal agency established by the Housing and Urban Development Act of 1965, the purpose of which is the implementation and administration of government housing and urban development programs.

Income - The gain that proceeds from property, labor or business. For purposes of figuring rent in subsidy programs, income includes but is not limited to: annual gross income including welfare assistance; unemployment and disability compensation, interest, dividends and child support payments.

Low Income - Income that does not exceed eighty percent (80%) of area median income.

Outreach - Street outreach involves moving outside the walls of the agency to engage with people experiencing homelessness who may be disconnected and alienated not only from mainstream services and supports, but from the services targeting homeless persons as well.

PH – Permanent Housing – Refers to Permanent Supportive Housing for people with disabilities as well as Rapid Rehousing (RRH).

RRH – Rapid Re-Housing - Rapid re-housing provides short-term rental assistance and services. The goals are to help people obtain housing quickly, increase self- sufficiency, and stay housed. It is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are typically tailored to the needs of the person.

Recipient - means any state, territory, metropolitan city, or urban county, or in the case of reallocation, any unit of general-purpose local government, approved by HUD to assume financial responsibility and which enters into a grant agreement with HUD to administer a grant such as Emergency Solutions Grant (ESG). Replaces the existing terminology or entities that received grants.

Subrecipient - any unit of general-purpose local government or private nonprofit organization to which a grantee awards grant funds, i.e. ESG. State recipients must subgrant all of their ESG funds (except for funds for

administrative costs and under certain conditions, HMIS costs) to units of general purpose local government and/or private nonprofit organizations.

Termination of Tenancy - Termination of tenancy occurs when a tenant violates specific provisions of the lease agreement and the owner notifies the tenant that he/she no longer has the right to occupy the unit as a result of lease violations. The HUD model leases have very specific conditions under which tenancy may be terminated and procedures that must be followed during the termination process.

Utility Reimbursement - The amount, if any, by which the utility allowance for a unit exceeds the total tenant payment for the family occupying the unit.

Very Low Income - Income that does not exceed fifty percent (50%) of AMI.

Victim Service Provider - A private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, domestic violence shelter or transitional housing programs, and other programs.

Victim Services - Services offered by rape crisis centers and domestic violence shelters and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault or stalking.

SECTION 8: RESOURCES

HUD ESG Regulations:

<https://www.hudexchange.info/programs/esg/esg-requirements/>

[Emergency Solutions Grants \(ESG\) Program Components Quick Reference](#)

[Emergency Solutions Grants \(ESG\) Program Fact Sheet](#)

HMIS Regulations: <https://www.hudexchange.info/programs/hmis/>

[HMIS Comparable Database manual](#)



Arizona
Department
of Housing

National Housing Trust Fund Rehabilitation Standards

Revision Date: October 6, 2016

1110 West Washington Street, Suite 280 | Phoenix, AZ 85007
Telephone: (602) 771-1000 | Facsimile: (602) 771-1002 | TTY: (602) 771-1001



Table of Contents

Introduction.....	1
A. General Features.....	2
I. Capital Needs Assessment.....	2
II. Work Specifications and Scope of Repairs.....	5
III. Materials	5
IV. Completion of Work.....	5
B. Site	6
I. Minimum Site Standards.....	6
II. Hazardous and Substandard Conditions Requiring Correction	6
C. Improvements to Accessory Structures.....	7
I. Minimum Improvements Standards	7
II. Hazardous and Substandard Conditions Requiring Correction	8
D. Extermination.....	8
I. Minimum Extermination Standards	8
II. Hazardous and Substandard Conditions Requiring Correction	8
E. Space and Use	9
I. Minimum Space and Use Standards.....	9
II. Minimum Standards for Ceilings.....	9
III. Minimum Room Widths.....	9
IV. Minimum Standards for Kitchens.....	9
V. Minimum Standards for Bathrooms	10
VI. Minimum Standards for Bedrooms	10
VII. Minimum Standards for Living Rooms	10
VIII. Hazardous and Substandard Conditions Requiring Correction	10
F. Foundations.....	11
I. Minimum Foundation Standards.....	11
II. Hazards and Substandard Conditions Requiring Correction.....	11
G. Floors	11
I. Minimum Floor System Standards	11
II. Hazardous and Substandard Conditions Requiring Correction	12
H. Walls.....	12

I. Minimum Wall System Standards	12
II. Hazardous and Substandard Conditions Requiring Correction	13
I. Roofs	14
I. Minimum Roof Systems Standards	14
II. Hazardous and Substandard Conditions Requiring Correction	14
J. Windows and Doors	15
I. Minimum Window and Door Standards	15
II. Hazardous and Substandard Conditions Requiring Correction	16
K. Electrical	17
I. Minimum Electrical Standards	17
II. Hazardous and Substandard Conditions Requiring Correction.	18
L. Lighting	19
I. Minimum Lighting Systems Standards.....	19
II. Hazardous and Substandard Conditions Requiring Correction	19
M. Water Supply and Wastewater Systems	19
I. Minimum Water Supply and Wastewater Systems Standards.....	19
II. Hazardous and Substandard Conditions Requiring Correction	20
N. Mechanical Systems	21
I. Minimum Mechanical Systems Standards.....	21
II. Hazardous and Substandard Conditions Requiring Correction	23
O. Water Heaters	23
I. Minimum Water Heater Standards	23
II. Hazardous and Substandard Conditions Requiring Correction	24
P. Lead Based Paint	24
Q. Smoke Detectors	25
R. Energy Efficiency	25
S. Disaster Mitigation	26
T. State and Local Codes, Ordinances and Zoning Requirements	26

Introduction

This document is intended to provide the minimum acceptable standards for existing multi-family household dwelling units rehabilitated in whole or in part with National Housing Trust Fund (HTF) program funds in Arizona. These standards are not intended to reduce or exclude the requirements of any local or state building or housing codes, standards or ordinances that may apply. In the event of any conflicting code(s), the more restrictive code(s) will apply.

These standards were designed to assist in achieving consistency throughout the State of Arizona for all rehabilitation activities funded with HTF funds.

These standards provide four (4) major types of information:

1. The identified hazardous and substandard conditions that must be corrected on a property receiving comprehensive housing rehab.
2. The standard that each component of the property must achieve through assistance under the program.
3. The minimum life expectancies for components addressed with the rehab assistance.
4. The methods to be used (additional information on construction methodology is found in the codes, specifications and standards listed below).

All work undertaken must meet or exceed applicable codes and specifications included in the following documents which are incorporated herein by reference:

- Arizona HTF Standard Material Specifications
- National Association of State Contractors Licensing Agencies (NASCLA)
- IFC - International Fire Code
- IRC - International Residential Code
- ASTM - American Standard Testing Material
- NEC - National Electrical Code
- ASHRAE - American Society of Heating, Refrigeration and Air Conditioning Engineers
- Radon Gas Regulations
- Section 504, Rehabilitation Act of 1973
- Fair Housing Amendments Act of 1988
- American with Disabilities Act of 1992
- Fair Housing Accessibility Guideline
- Model Energy Code (MEC) 3 Section 504

- Flood Plain Regulations
- Noise Regulations
- Asbestos Regulations
- Lead-Based Paint Poison Prevention Act
- High Pressure Gas Regulations
- PCB Regulations
- NFPA - National Fire Protection Association
- Wet Land Regulations
- Uniform Federal Accessibility Standards
- American National Standards Institute

All work must obtain a permit, associated inspections and approvals from the local jurisdiction.

A. General Features

I. Capital Needs Assessment

- a) A Capital Needs Assessment ("CNA") is required for each Project.
- b) All areas of the proposed project must be inspected to develop a work write up that will result in the project meeting these minimum standard after rehabilitation. These standards are minimum standards which each rehabilitation project must meet upon completion of construction.

These standards also assume the CNA will take into account any extraordinary circumstances of the prospective occupants of the dwelling (i.e. physical, sensory, developmental disabilities) and reflect a means to address such circumstances in their inspection and in the preparation of a work write-up/project specifications for that dwelling.

The purpose of these standards is to ensure those who are assisted are provided housing that is safe, decent and affordable that meets the requirements of 24 CFR Part 93.

- c) All rooms, service porches, exterior areas, accessory buildings, crawl spaces and attic spaces must be included in all inspections.
- d) Applications for projects with existing tenants must be supported by a relocation plan. The relocation plan must comply with the Uniform Relocation Assistance Act, 42 U.S.C. § 4621, et seq. The relocation plan must detail the actual dates that required notices are anticipated to be issued. The project budget and the relocation plan must both include an estimate of all associated relocation costs including, but not limited to, temporary relocation, permanent

relocation and replacement housing payments.

- e) The CNA report must be prepared by a qualified professional (architect or engineer) who has no financial interest in the project and no identity of interest with the developer. For purposes of this document, a “qualified professional” is a licensed professional architect or engineer, who can substantiate a minimum of five (5) years’ experience providing CNA reports in accordance with ADOH standards and who performs the assessment and supplies ADOH with their professional opinion of the property’s current overall physical condition. The CNA must include the identification of significant deferred maintenance, existing deficiencies, and material building code violations that affect the property’s use and its structural or mechanical integrity. Furthermore, the CNA must examine and analyze the following building components:
 - 1. Site, including topography, drainage, pavement, curbing, sidewalks, parking, landscaping, amenities, water, storm drainage, gas and electric utilities and lines.
 - 2. Structural systems, both substructure and superstructure, including exterior walls and balconies, exterior doors and windows, roofing system and drainage.
 - 3. Interiors, including unit and common area finishes (carpeting, vinyl tile, interior walls, paint condition, etc.), unit kitchen finishes and appliances, unit bathroom finishes and fixtures and common area lobbies and corridors.
 - 4. Mechanical systems, including plumbing and domestic hot water, HVAC, electrical and fire protection.
 - 5. Elevators (if applicable).
 - 6. Provide building life cycle study that lists each building component, the base cost and opinions of probable cost immediately (critical repair item), within two (2) years and within ten (10) years, along with an analysis of the reserves for replacement needed to fund long-term physical needs of the project, accounting for inflation, the existing reserves for replacement balance and the expected useful life of major building systems.
 - 7. Provide written cost estimates in order that the PJ may and determine that costs are reasonable.
- f) The CNA must also include the following major parts:
 - 1. The assessment must address health and safety issues identifying life-threatening deficiencies and must address major systems including structural support, roofing, cladding and weatherproofing (i.e. windows, doors, siding, gutters), plumbing, electrical and heating, ventilation and air conditioning. The assessment must provide an estimate (based on age and condition) of the remaining useful life of these systems, upon project completion of each major system.

2. The assessment will consider the presence of environmental hazards such as asbestos, lead paint and mold on the site. The assessment will include an opinion as to the proposed budget for recommended improvements and should identify critical building systems or components that have reached or exceeded their expected useful lives. If the remaining useful life of any component is less than fifty percent (50%) of the expected useful life, immediate rehabilitation will be required unless capitalized. If the remaining useful life of a component is less than the term of the HTF loan, the application package must provide for a practical way to finance the future replacement of the component. The assessment will examine and analyze the following:
 - i. site including topography, drainage, pavement, curbing, sidewalks, parking, landscaping, amenities, water, sewer, storm drainage and gas and electric utilities and lines;
 - ii. structural systems, both substructure and superstructure, including exterior walls and balconies, exterior doors and windows, roofing system and drainage, interiors including unit and common area finishes (carpeting, tile, plaster walls, paint).
 3. Repairs, replacements and significant deferred and other maintenance items that need to be addressed within twenty-four (24) months of the date of the CNA. Include any necessary redesign of the project and market amenities needed to restore the property to these standards. Repairs and replacements beyond the first two (2) years that are required to maintain the project's physical integrity over the next twenty (20) years, such as major structural systems.
- g) The professional preparing the CNA report must:
1. Conduct site inspections on all units.
 2. Identify any physical deficiencies as a result of:
 - i. visual survey;
 - ii. review of pertinent documentation; and
 - iii. interviews with the property owner as of the date of the CNA, management staff, tenants, community groups and government officials.
 3. Identify physical deficiencies, including critical repair items, two (2) year physical needs and long-term physical needs. These must include repair items that represent an immediate threat to health and safety and all other significant defects, deficiencies, items of deferred maintenance and material building code violations that would limit the expected useful life of major components or systems.
 4. Explain how the project will meet the requirements for accessibility to persons with

disabilities. Identify the physical obstacles and describe methods to make the project more accessible and list needed repair items in the rehabilitation plan.

5. Prepare a rehabilitation plan, addressing separately all two (2) year and long-term physical needs.
6. Conduct a cost/benefit analysis of each significant work item in the rehabilitation plan (items greater than \$5,000) that represents an improvement or upgrade that will result in reduced operating expenses (i.e. individual utility metering, extra insulation, thermo-pane windows, setback thermostats). Compare the cost of the item with the long-term impact on rent and expenses, taking into account the remaining useful life of building systems.
7. The assessment must include a site visit and physical inspection of the interior and exterior of the units and structures, as well as an interview with available on-site property management and maintenance personnel, to inquire about past repairs/improvements and an examination of invoices, contracts or work orders relating to the repairs/improvements over the last twenty-four (24) months, pending repairs and existing or chronic physical deficiencies. Any information from the interview must be included in the CNA. The assessment must also consider the presence of hazardous materials on the site.

II. Work Specifications and Scope of Repairs

- a) Work specifications should include enough detail to specify each item to be repaired, the quantity of materials to be used and the exact location of each repair.
- b) Repairs needed to correct basic safety, durability, mechanical and efficiency deficiencies.

III. Materials

- a) All materials used must meet Arizona HTF Standard Material Specifications. All work must be done with skilled craftsmen and accomplished with care.

IV. Completion of Work

Upon completion of construction, the contractor will:

- a) Remove all construction debris from the site.
- b) Clean all floors impacted by the work.
- c) Clean all new and existing paint from other finished surfaces including window glass and mirrors.
- d) Leave all newly installed items in operating condition.
- e) Light gas water heater pilots, stove/oven pilots and gas heater pilots, if impacted by scope of

work.

- f) Start all other electrical and mechanical systems.
- g) Put all hardware in operating condition.
- h) Deliver new keys to homeowners for any newly installed hardware.

B. Site

I. Minimum Site Standards

- a) The lot or defined site must be free of debris, garbage or other accumulations of site stored items that create possibilities of infestations. The site should be generally level, well drained and accessible.
- b) All exterior property and premises must be maintained in a clean, safe and sanitary condition.
- c) Replacement landscaping and grading must direct water away from structures and will be of native and drought resistant.
- d) Fencing and gates must not be damaged, missing sections or have holes per UPCS.
- e) Grounds must be erosion and rut free, not overgrown or penetrating vegetation and have functional ponding and site drainage per UPCS.

II. Hazardous and Substandard Conditions Requiring Correction

- a) Hazardous and substandard conditions include any condition that threatens the health and or safety of the occupants. Substandard conditions include any condition that threatens, defeats or will lead to the lack of functional viability of a single feature of a home. These conditions must include but not be limited to:
 - 1. Accumulated debris, waste or garbage, either in enclosed areas such as storage buildings or in yard areas.
 - 2. Environmental conditions such as flooding, mudslides, abnormal air pollution, smoke or dust, gas smells, sewer odor.
 - 3. Eroding soil and accumulation of stagnant water.
 - 4. Excessive noise, vibration or vehicular traffic;
 - 5. Excessive accumulations of trash;
 - 6. Excessive weeds or plant growth.
 - 7. Fire hazards.
 - 8. Deteriorated and/or irreparable outbuildings, sheds, wells, privies or other structures

that are no longer in use or are made unusable by their condition;

9. Holes, ditches, exposed meter boxes or other conditions that create a tripping hazard, excluding drainage ditches that are part of a designed drainage system;
10. Rodents, insects or other infestations;
11. Grading that directs water toward any structure.
12. Sewer odor.
13. Standing water or depressions that hold water during wet weather, leaking water supply, septic tank back-ups, percolating or leaking sewage.
14. Exposed pipes, railings or other installations creating tripping hazards.
15. Damaged, missing or deteriorated walkways, steps and decks that create tripping hazards or are otherwise unsafe.
16. Stairways or steps with four (4) or more risers and without a functional handrail. Stairways, decks, porches, balconies and all appurtenances without proper anchorage or capable of supporting the imposed loads.
17. Handrails and guards in poor condition or not properly fastened or capable of supporting normally imposed loads.

C. Improvements to Accessory Structures

I. Minimum Improvements Standards

a) Paving and Walks

1. All walkways and decks should be continuous and usable, free from tripping hazards or other defects. Badly deteriorated, essential paving, such as front sidewalks, will be repaired to match. Non-essential deteriorated paving such as sidewalks that are unnecessary, may be removed and appropriately landscaped.
2. Walkways that include four (4) or more risers should include appropriate handrail and decks more than thirty (30) inches high should include appropriate guardrail.
3. Repairs to walkways must have a life expectancy of a minimum of five (5) years.

b) Outbuildings

1. Unsafe and blighted structures, including sheds, garages and barns, may be repaired or removed.
2. Discovered lead hazards must be controlled.
3. Repairs to outbuildings must have a life expectancy of a minimum of one (1) year.

c) Fencing

1. Deteriorated fencing may be repaired, replaced or removed. If required to limit access by children, pets or dangerous neighborhood conditions, removal will not be an option.
2. Repairs to fencing must have a life expectancy of a minimum of three (3) years. Replacement fencing must have a life expectancy of minimum of ten (10) years.

d) Porches, Decks and Required Railings

1. Steps, stairways and porch decks will be structurally sound, reasonably level with smooth and even surfaces.
2. Handrails will be present on one (1) side of all interior and exterior steps or stairways with more than four (4) risers and guardrails will be present around porches or platforms over thirty (30) inches above ground level.
3. Unsafe or unsightly porches will be repaired. Porch repairs will be structurally sound with smooth and even decking surfaces.
4. Repairs to steps, decks and railing must have a life expectancy of a minimum of five (5) years. Replacement steps and decks must have a life expectancy of a minimum of twenty (20) years. Replacement railings, repair or replacement porches must have a life expectancy of a minimum of ten (10) years.

II. Hazardous and Substandard Conditions Requiring Correction

- a) Must include conditions that threaten the health and or safety of the occupants.
- b) Tripping hazards in primary walkways or decks caused by upheaval, broken or damaged wood or concrete or other condition creating a hazard.
- c) Any condition not mentioned that meets the definition of a hazardous or substandard condition should be repaired and/or rehabilitated to meet applicable standards.

D. Extermination

I. Minimum Extermination Standards

- a) All structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After extermination, proper precautions shall be taken to prevent re-infestation.

II. Hazardous and Substandard Conditions Requiring Correction

- a) Must include conditions that threaten the health and or safety of the occupants. These conditions include but are not be limited to:
 1. Infestations of pest, wood destroying insects or vermin.

2. Untreated wood having direct ground contact and used for structural purposes.
 3. Cluttered debris or stored materials suitable for rodent or insect habitat.
- b) Other conditions not mentioned here that meets the definition of a hazardous or substandard condition if noted by the rehab inspector.

E. Space and Use

I. Minimum Space and Use Standards

- a) The dwelling unit must have a living room, a kitchen area and a bathroom.
- b) Dwelling units shall not be occupied by more occupants than permitted under the local jurisdiction's minimum area requirements for occupancy.
- c) In order to be considered habitable rooms requirements outlined in Items II through VII below must be met.

II. Minimum Standards for Ceilings

- a) Habitable spaces including hallways, corridors, laundry areas, bathrooms, toilet rooms and habitable basements must have a ceiling height of not less than seven (7) feet with the following exceptions:
 1. Where beams or girders are spaced not less than four (4) feet on center and project not more than six (6) inches below the required ceiling height.
 2. Basement rooms occupied exclusively for laundry, study or playroom purposes, having a ceiling height of not less than six (6) feet eight (8) inches, with not less than six (6) feet four (4) inches of clear height under beams, girders, ducts and similar obstructions.
 3. Rooms occupied exclusively for sleeping, study or similar purposes and having a sloped ceiling over all or part of the room, with a clear ceiling height of at least seven (7) feet over not less than one third (1/3) of the required minimum floor area. In calculating the floor area of such rooms, only those portions of the floor area with a clear ceiling height of five (5) feet or more shall be included.

III. Minimum Room Widths

- a) Habitable rooms, other than kitchens, shall not be less than seven (7) feet wide in any plan dimension.

IV. Minimum Standards for Kitchens

- a) Kitchens shall have a minimum floor area of fifty (50) square feet and shall provide clear passageways of not less than three (3) feet between counter fronts, counter fronts and appliances or counter fronts and walls.

- b) All kitchens must have a working refrigerator, cook-top and oven. All equipment must be in proper operating condition.
- c) The kitchen must have a sink in proper operating condition, with a sink trap and hot and cold running water connected, to an approvable water supply system and an approvable public or private sewer disposal system.
- d) There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (i.e. garbage cans).

V. Minimum Standards for Bathrooms

- a) The bathroom must be located in a separate private room with lockable door(s).
- b) The bathroom must have a fixed basin in proper operating condition, with a sink trap and hot and cold running water. The kitchen sink cannot be used as the required lavatory/basin.
- c) The bathroom must have a tub/shower in proper operating condition with hot and cold running water.
- d) A flush toilet in proper operating condition is required.
- e) The bathtub and/or shower may be in the same room as the flush toilet/water closet and lavatory/basin or said bathtub and/or shower may be in a separate room. The facilities must utilize an approvable water supply system and an approvable waste water disposal system.

VI. Minimum Standards for Bedrooms

- a) Every bedroom shall comply with the local government minimum size requirements for bedrooms. One (1) person occupancy shall contain at least seventy (70) square feet of floor area. Two (2) or more person occupancy shall contain at least forty (40) square feet of floor area per occupant.
- b) Every bedroom shall have access to at least one (1) water closet and one (1) lavatory without passing through another bedroom. Every bedroom in a dwelling unit shall have access to at least one (1) water closet and lavatory located within one (1) story (floor) from the story in which the bedroom is located.
- c) Bedrooms must not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces, except when the unit contains fewer than two (2) bedrooms.

VII. Minimum Standards for Living Rooms

- a) Living rooms for three (3) to five (5) persons shall have a minimum area of 120 square feet and those holding in excess of six (6) persons shall have a minimum area of 150 square feet.

VIII. Hazardous and Substandard Conditions Requiring Correction

- a) Must include any condition that threatens the health and or safety of the occupants. Substandard conditions include any condition that threatens, defeats or will lead to the lack of functional viability of a single feature of a home. These conditions must include but not be limited to:
 - 1. Lack of adequate food storage, food preparation area, refrigeration or cooking facilities.
 - 2. Spaces that are so small as to be unusable or inadequate for their intended purpose.
 - 3. Any other condition not mentioned above that meets the definition of a hazardous or substandard condition as noted by the rehab inspector.

F. Foundations

I. Minimum Foundation Standards

- a) All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents.
- b) All newly installed foundations should be designed and constructed in accordance with the currently adopted Residential Building Code.
- c) Repairs to the foundation must have a life expectancy of a minimum of twenty (20) years.

II. Hazards and Substandard Conditions Requiring Correction

- a) Hazardous conditions include any condition that threatens the health and or safety of the occupants. These conditions should include but not be limited to:
 - 1. Termite or other wood destroying insect damage to structural members.
 - 2. Water damage or dry rot to structural members.
 - 3. Broken, fire damaged or otherwise compromised beams, joist or sills.
 - 4. Unsupported beams or sills that have inadequate support.
 - 5. Water draining and/or pooling under foundation area.
 - 6. Ground contact of untreated wooden structure.
 - 7. Severe slab cracks that create or threaten structural or other systems.
- b) Any other condition not mentioned above that meets the definition of a hazardous or substandard condition as noted by the rehab inspector.

G. Floors

I. Minimum Floor System Standards

- a) All flooring must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts or other serious damage.

- b) All sub-floors should be solid and continuous, without liberal movement or bounce, free from rot and deterioration.
- c) All flooring must be free from tripping hazards with a minimum of seams spaced at logical locations, such as doorways and matched to the existing floor.
- d) All flooring must be sealed and/or tight at the edges.
- e) Bathroom and kitchen floors shall be covered with water resistant flooring. Damaged wood floors will be repaired.
- f) Basement floors should be continuous concrete. If not, certain appliances located in this area will be properly elevated above grade with concrete blocks.
- g) Repairs to flooring must have a life expectancy of a minimum of three (3) years. Replacement flooring must have a life expectancy of a minimum of six (6) years, if properly maintained.

II. Hazardous and Substandard Conditions Requiring Correction

- a) Hazardous conditions must include any condition that threatens the health and or safety of the occupants. These conditions should include but not be limited to:
 - 1. Damaged, rotted or deteriorated sub-floor surfaces.
 - 2. Torn, missing, worn, burned or otherwise damaged floor coverings that create a tripping hazard or unsanitary condition.
 - 3. Missing base board, shoe mold or sealant that creates an unsanitary condition.
- b) Any other condition not mentioned which meets the definition of a hazardous or substandard condition should be repaired and/or rehabilitated to meet applicable standards.

H. Walls

I. Minimum Wall System Standards

- a) Repair and replacement standards:
 - 1. Repairs to structural walls must have a life expectancy of a minimum of fifteen (15) years.
 - 2. Repairs to interior walls must have a life expectancy of a minimum five (5) years. Replacement interior walls must have a life expectancy of a minimum of ten (10) years.
 - 3. Repairs to exterior surfaces must have a life expectancy of a minimum of ten (10) years. Replacement exterior surfaces must have a life expectancy of a minimum of twenty (20) years.
 - 4. Repairs to firewalls must have a life expectancy of a minimum five (5) years.

Replacement firewalls must have a life expectancy of a minimum of ten (10) years.

- b) All walls including doors and windows should be maintained plumb in good, sanitary condition and free from any serious defects such as severe bulging or leaning, holes, cracks, breaks, loose surface materials, severe buckling, missing parts, rotting materials, chipped, cracked or peeling paint, falling plaster or other serious damage.
- c) Exterior wall surfaces should be free from chipped, cracking or peeling paint. All such loose paint should be properly prepared, primed, properly painted and maintained weatherproof and properly surface coated where required to prevent deterioration,
- d) Exterior siding should be free from gaps, buckling, cracks, rot, termite damage and holes. All gaps, seams and laps should be properly sealed. All rotted, fire or termite damaged materials should be removed and replaced.
- e) Interior wall surfaces, including doors and windows, shall be maintained in good, sanitary condition and free from chipping, cracking or peeling paint with no loose, cracked or falling plaster. All such loose paint should be completely removed and bare wood surfaces primed. All primed surfaces should be properly painted.
- f) Interior walls should be plumb.
- g) When frame walls and floors adjoining other dwellings are gutted, new wall finish installations will conform to local codes for fire ratings.

II. Hazardous and Substandard Conditions Requiring Correction

- a) Hazardous conditions should include any condition that threatens the health and/or safety of the occupants. These conditions should include but not be limited to:
 - 1. Termite or other wood destroying insect damage.
 - 2. Water damage or dry rot of siding, trim and/or structural members.
 - 3. Broken, fire damaged or otherwise compromised siding, trim and/or structural members.
 - 4. Water incursion through wall structure resulting in drywall damage.
 - 5. Holes, cracks or gaps in interior or exterior wall structures.
 - 6. Exposed nails, popped seams or other defects not representative of normal wear and tear.
 - 7. Cracked, peeling or chipped paint. Exposed unpainted or untreated wood, drywall or other wall surface.
- b) Any other condition not mentioned above which meets the definition of a hazardous or substandard condition as noted by rehab inspector.

I. Roofs

I. Minimum Roof Systems Standards

- a) The roof and flashing must be structurally sound and weather tight.
- b) Missing and leaking shingles and flashing shall be repaired on otherwise functional roofs.
- c) Roof surfaces should be free from defects. No indication of excessive wear or potential failure will be acceptable.
- d) Roof drainage must be adequate to prevent dampness or deterioration in the walls and interior portion of the structure.
- e) Roof drains, gutters and downspouts must be in good repair and free from obstructions. Roof water discharge shall not be directed toward foundations.
- f) Roofing materials should be applied in accordance with the manufacturer's instructions and prevailing Residential Code.
- g) All rotted or damaged roof sheathing must be removed and replaced.
- h) All replaced sheathing must be of compatible thickness with the existing sheathing, thus making the roof sub-surface smooth and free from defects.
- i) Repairs must have a life expectancy of a minimum of five (5) years and replacements must have a life expectancy of a minimum of twenty-five (25) years. Replacements to flat and low sloping roofing must have a life expectancy of a minimum of ten (10) years.

II. Hazardous and Substandard Conditions Requiring Correction

- a) Hazardous conditions should include any condition that threatens the health and/or safety of the occupants. These conditions must include but not be limited to:
 - 1. Water damage caused by water leaking through the roofing materials.
 - 2. Missing, worn or upturned shingles or other visible wear on the exterior of the roof envelope.
 - 3. Damaged or rusting roof jacks, leads, flashings, drip edges or other component.
 - 4. Structural damage evidenced by buckling, sagging or broken members.
 - 5. Delamination of materials, uplifted edges or other failure of materials or application.
 - 6. Any condition, including normal wear which, in the best judgment of the inspector, would lead to the failure of the roof envelope within five (5) years.
- b) Any other condition not mentioned above which meets the definition of a hazardous or substandard condition as noted by the rehab inspector.

J. Windows and Doors

I. Minimum Window and Door Standards

- a) Every window, exterior door and basement or cellar hatchway must be substantially tight, water and rodent proof and be kept in a state of maintenance and repair.
- b) All exterior doors to the outside or to a common public hall must be solid core and be equipped with adequate security locks. All windows accessible from ground level must be lockable.
- c) Every window sash must be:
 - 1. Sealed at window panes with an adequate amount of putty. Putty must not be cracked, broken or missing.
 - 2. In good condition and must fit tightly within its frame.
 - 3. Must be capable of being easily opened and shut with appropriate window hardware unless it is a fixed window.
- d) Every exterior and interior door, when closed, must fit tightly within its frame.
- e) Every exterior and interior door, door hinge and door latch and/or lock must be maintained in good working condition.
- f) Every exterior window, door and frame must be constructed and maintained in such a manner as to be weather tight with adequate weather stripping. All glazing must be free from cracks or breaks.
- g) Every basement or cellar hatchway must be constructed and maintained as to prevent the entrance of rodents, vermin, rain and surface drainage water into the dwelling or structure.
- h) Habitable rooms shall have an aggregate glazing area of not less than seven percent (7%) of the floor area of such rooms. Natural ventilation shall be through windows, doors, louvers or other approved openings to the outdoor air. Such openings shall be provided with ready access or shall otherwise be readily controllable by the building occupants. The minimum openable area to the outdoors shall be four percent (4%) of the floor area being ventilated. The following exceptions apply:
 - 1. Glazed areas need not be openable where an approved mechanical ventilation system is provided.
 - 2. Glazed areas need not be installed where the requirement for natural light capable of producing an average illumination of six (6) foot candles over the area of the room at a height of thirty (30) inches above the floor is provided.
- i) A kitchen and or bathroom may pass without a window area provided there is a mechanical

means of ventilation which is maintained in working order.

- j) The requirements for emergency egress from sleeping rooms must be per the current applicable residential building code.
- k) Every window or other opening to outdoor space which is used or intended to be used for ventilation must likewise be supplied with screens covering all of the window areas required for ventilation. The material used for all such screens (doors and windows) must be not less than sixteen (16) mesh per twenty-five (25) mm and must be properly installed, maintained and repaired to prevent the entrance of flies, mosquitoes or other insects. Half screens on windows may be allowed provided they are properly installed and are bug and insect tight.
- l) Replacement of doors (both interior and exterior) and windows must have a life expectancy of a minimum of ten (10) years.

II. Hazardous and Substandard Conditions Requiring Correction

- a) Hazardous conditions must include any condition that threatens the health and or safety of the occupants. These conditions must include but not be limited to:
 - 1. Broken, missing or cracked glass.
 - 2. Rotten or deteriorated sills, frames or trim.
 - 3. Dried, cracked or missing putty or gasket. Any missing seal or sealant resulting in loose panes or air leaks.
 - 4. Sealed or blocked windows that are considered the secondary means of egress including windows which have been painted shut, windows which are not operational or windows which will not function as a viable fire exit such as windows with burglar bars which cannot be opened readily from the inside.
 - 5. Windows that do not lock or locks that do not function with ease.
 - 6. Any door that is broken, deteriorated or otherwise damaged so that it does not provide a sealed entry.
 - 7. Any doors which does not shut neatly in order to provide a seal with the passage set or lock set fitting neatly within the strike plate.
 - 8. Any exterior door which is not solid core, sealed or painted and which does not have a functioning lockable dead-bolt.
 - 9. Rotted, deteriorated or broken thresholds, jambs, frames, trim or other functioning or passive pieces to the door system warrant replacement.
 - 10. For new construction including reconstruction, windows and/or doors that fail to meet

the requirements of all applicable codes.

- b) Any other condition not mentioned which meets the definition of a hazardous or substandard condition as noted by the rehab inspector.

K. Electrical

I. Minimum Electrical Standards

- a) The minimum electrical service for each dwelling and/or dwelling unit must be one-hundred (100) amps or based upon a load calculation, whichever is greater.
- b) All wiring in the project must be three (3) wire grounded.
- c) Service should be of a three (3) wire type grounded with service entry on an approved weather head at least twelve (12) feet from grade and may not extend beyond three (3) feet unsupported above the roof.
- d) Ground Fault Circuit Interruption
 - 1. Ground fault circuit interrupters shall be installed in all bathrooms. GFCI's shall be installed where required in kitchens, bathrooms, garages/carports, and exterior outlets.
 - 2. Receptacles located at counter top level within 6 feet of the kitchen sink shall have ground fault interrupter protection.
 - 3. Each habitable structure with sleeping quarters shall have a smoke alarm system installed in accordance with local code.
- e) All exposed wiring, service lines and feeders must be protected and properly shielded in approved conduit in locations subject to damage.
- f) All outlets must be of the grounded type, tamper resistant and spaced a maximum of twelve (12) feet apart. Temporary wiring, extension or zip cords must not be used as permanent wiring.
- g) Every habitable room must have at least one (1) ceiling or wall type electric light fixture, controlled by a wall switch or a wall type grounded electric convenience outlet controlled by a wall switch.
- h) Every toilet room, bathroom, laundry, furnace room must contain at least one (1) ceiling or wall type electric light fixture controlled by a wall switch.
- i) All common halls and stairways connected to living spaces must be well lighted with a fixture controlled by a switch located at the ends of the hall or stairway. The fixture shall contain at least a sixty (60) watt standard incandescent light bulb or equivalent and be spaced a maximum of thirty (30) feet apart for each 200 square feet of floor area.
- j) New kitchen electrical work must be wired to meet the requirements of the NEC based on

the size and layout of each individual kitchen.

- k) All electric stoves and electric dryers must be supplied with its own proper outlets on dedicated circuits, as applicable.
- l) Receptacle convenience outlets installed in or on open porches, breezeways, garages, etc. must be a functioning GFCI protected receptacle with approved covers.
- m) Boxes for lights controlled by a pull string must be secured to framing members or otherwise properly supported.
- n) All electric lighting fixtures installed on the exterior must be of the type approved for exterior use.
- o) All broken and/or missing switch plates and/or receptacle plates must be replaced.
- p) All outlets and fixtures must be in accordance with the electrical code of the city and/or the NEC, as applicable. Outlets and fixtures must be properly installed, maintained in working condition and properly connected to the approved source of electric power.
- q) All work done must have an approved permit and inspected and approved by the city's electrical inspector.
- r) Life expectancy standards are addressed by the proper application of sections n and o.

II. Hazardous and Substandard Conditions Requiring Correction.

- a) Hazardous conditions must include any condition that threatens the health and or safety of the occupants. These conditions must include but not be limited to:
 - 1. Equipment or wiring which is missing, broken, disconnected, loosely connected, burnt, unsupported, corroded, cracked, split, has evidence of overheating, physical damage or misuse.
 - 2. Device or equipment is dirty, full of debris, infested etc.
 - 3. Frayed wiring is present.
 - 4. Unshielded, knob and tube wiring is present.
 - 5. Circuit breaker, switch, receptacle, fixed equipment, wiring or cable is not compatible with the phase, voltage, amperage or other characteristics of the electricity in use.
 - 6. Improper operation of fixed equipment, switches, outlets or other devices or equipment that may overload existing circuitry (i.e. temporary heaters).
 - 7. Flexible cord is used as a permanent wiring method.
 - 8. Interior wiring is surface mounted and not in conduit or raceway. This excludes crawl spaces and other allowable installations where access to wiring is limited.

9. Exterior wiring, which is exposed to damp conditions, sunlight or potential damage and is not in approved conduit.
 10. Bathroom and kitchen receptacles located along counter tops, garage receptacles or other outdoor receptacles that are not protected by a ground fault interrupting device.
 11. Polarity is reversed in connections or receptacles.
 12. Branch circuits, feeder lines, cable size, device rating, circuit breakers, sub-panels or service panels are inadequate for the load as calculated by the current NEC.
 13. Circuits that have been expanded past their original design limits.
- b) Any other condition not mentioned which meets the definition of a hazardous or substandard condition as noted by the rehab inspector.

L. Lighting

I. Minimum Lighting Systems Standards

- a) At least one (1) overhead or other switch operated light or switch operated receptacle must be installed in each interior room.
- b) All exterior doorways will be well lit and either switched at the interior side of the door or the light will be controlled by an automated means (i.e. photo electric cell or motion detector).

II. Hazardous and Substandard Conditions Requiring Correction

- a) Hazardous conditions should include any condition that threatens the health and or safety of the occupants. These conditions should include but not be limited to:
 1. Missing or non-functional overhead or other switch operated lighting in each interior room.
 2. Missing or non-functional lighting at each exterior door. Such lighting must be operated by an interior switch that is within reach of the door.
- b) Any other condition not mentioned which meets the definition of a hazardous or substandard condition as noted by the rehab inspector.

M. Water Supply and Wastewater Systems

I. Minimum Water Supply and Wastewater Systems Standards

- a) A potable water supply system shall be installed so as to prevent contamination into the potable water supply. Every dwelling unit must have an accessible and properly functioning main shut-off valve with a provision for discharge near the water service entrance point.

- b) Supply lines and fittings for every plumbing fixture shall be installed to prevent backflow. All galvanized piping is to be replaced. A backflow preventer shall be provided in accordance with Chapter 24 or the current Residential Building Code for One (1) and Two (2) Family Dwellings.
- c) All deteriorated, blocked, inoperable or leaky equipment shall be repaired or replaced.
- d) Every dwelling unit must contain a bathtub and/or shower that is properly connected to both hot and cold running water lines under pressure and must be maintained in working order. Faucets, shut off valves and plumbing lines should be maintained free from leaks or drips and should be capable of shutting off completely. New tub and shower valves must have balanced pressure/thermostatic valves.
- e) The following shut off valves will be installed when a fixture is replaced:
 - 1. One (1) owner's shut off at the meter or supply source.
 - 2. One (1) shut off at each toilet.
 - 3. One (1) shut off each for hot and cold water at each sink/lavatory.
 - 4. One (1) supply side shut off at each water heater.
- f) Repair and replacement standards:
 - 1. Replacement showerheads will have maximum flow ratings of two point five (2.5) GPM at eighty (80) PSI and faucets will have maximum flow ratings of two point two (2.2) GPM at sixty (60) PSI.
 - 2. Replacement toilets will have one point six (1.6) GPFC maximum rating.
 - 3. Existing drain, waste and vent lines and repairs must be inspected for durable condition; replacements must have a life expectancy of a minimum of twenty (20) years.
 - 4. Other existing plumbing equipment and fixtures and repairs must be inspected for durable condition. Replacement fixtures must have a life expectancy of a minimum of twenty (20) years.

II. Hazardous and Substandard Conditions Requiring Correction

- a) Hazardous conditions must include any condition that threatens the health and or safety of the occupants. These conditions should include but not be limited to:
 - 1. Lack of a continuous sanitary water supply. Where ground wells are/have been in use, this source should be approved for drinking or a secondary source of drinking water should be available.
 - 2. Lack of connection to a continuously functioning sanitary wastewater disposal system.

3. Missing, non-functional or non-existent sanitary facilities including a functioning toilet. The lack of at least one (1) sink and or lavatory for hygiene and at least one (1) sink for kitchen purposes, each providing a continuous flow of both hot and cold water. The lack of at least one (1) functional bathing facility.
4. Deteriorated, rotted, broken or otherwise worn water supply or waste water pipes.
5. Evident leaks either continuous or intermittent of either wastewater or water supply lines. This includes evidence of pooling underground of water mains, sewer feeds or septic drain fields.
6. Missing or blocked vent pipes.
7. The lack of fully functioning faucets at each sink/lavatory, bathtub/shower.
8. Any other condition not mentioned which meets the definition of a hazardous or substandard condition as noted by rehab inspector.

N. Mechanical Systems

I. Minimum Mechanical Systems Standards

- a) Each dwelling must be supplied with a functioning heating and cooling system.
- b) Heating unit must be AC: 14 SEER, Heat Pump: 14 SEER and 8 HSPF. Combustion furnace: eighty percent (80%) AFUE in IECC Climate Zones 1 and 2; ninety percent (90%) AFUE in IECC Climate Zones 3 and higher. Size heating and cooling equipment in accordance with the Air Conditioning Contractors of America Manual, Parts J and S, ASHRAE handbooks or equivalent software. Electric resistance heating can be used only if the owner documents, in accordance with IECC Section R405 Simulated Performance Alternative approach that the utility costs for the structure are equal to or less than the IECC standards design of like architectural characteristics. The analysis will be completed utilizing a combustion furnace for the standard design with an efficiency value of eighty percent (80%) AFUE.
- c) Air Distribution Systems. All joints in the air distribution system shall be sealed with duct mastic or approved equivalent to comply with IBC, IRC or IMC. For duct systems located outside the conditioned envelope, leakage to outdoors shall be less than or equal to two (2) CFM per one-hundred (100) square feet of conditioned floor area (CFA) or a total leakage less than or equal to four (4) CFM per one-hundred (100) square feet of CFA when tested at a pressure differential of twenty-five (25) Pa across the entire system, including the manufacturer's air handler enclosure. If the air handler is not installed, leakage to outdoors shall be less than or equal to one (1) CFM per one-hundred (100) square feet of CFA or a total leakage less than or equal to three (3) CFM per one-hundred (100) square feet of CFA. If the entire system, including the manufacturer's air handler enclosure, is located entirely within the building thermal envelope, duct leakage testing is not required. Airflow to each

room will match design airflow calculations to within +/- ten percent (10%).

- d) Room Pressure. Under normal operating conditions, an air handler cannot create a differential pressure greater than +/- three point zero (3.0) Pascals between room and any area outside the room, anywhere in the unit.
- e) Inoperative, hazardous or inefficient (less than sixty percent (60%) AFUE) heating systems shall be replaced to perform at least at eighty percent (80%) efficiency.
- f) Replacement gas and oil fired systems shall be rated at eighty percent (80%) AFUE or better. Heat pumps shall be rated at fourteen (14) SEER or better.
- g) Ductwork and radiator piping shall be well supported, insulated in unconditioned space and adequate to maintain the standard lay out in section B.
- h) The central heating unit must be safe and in good working condition.
- i) Every heat duct, steam pipe and hot water pipe must be free of leaks and must function so an adequate amount of heat is delivered where intended.
- j) Every seal between any of the sections of a hot air furnace must be airtight so noxious gases and fumes will not escape into the heat ducts. Flue liners must meet or exceed the requirements of the local building/heating code and must be installed according to same.
- k) All combustion appliances will be provided directly with adequate air for combustion and all such appliances with air or water distribution systems will be sealed off so there is no potential exchange of combustion or exhaust gases.
- l) Every supplied space heater must comply with all of the following requirements:
 - 1. No space heater burning solid, liquid or gaseous fuels may be of a portable type.
 - 2. Every space heater burning solid, liquid or gaseous fuels must be properly vented to a chimney or duct leading to outdoor space and must be so installed as to provide proper draft (except when a functioning ODS system and a CO testing device is installed).
- m) Unsound chimneys shall be repaired or removed. When chimneys are to be used for combustion ventilation, they shall be lined as required for the fuel used. Unused chimneys will be secured to prevent drafts.
- n) Unvented freestanding space heaters must be removed.
- o) All "T" valves must be replaced with approved shut off valves.
- p) All mechanical work must be inspected and approved by the city's local mechanical/heating inspector.
- q) Existing heating and distribution systems must be inspected for durable condition and repairs must have a life expectancy of a minimum of five (5) years; replacements must have

a life expectancy of a minimum of ten (10) years. Repairs to chimneys must have a life expectancy of a minimum of fifteen (15) years; replacements must have a life expectancy of twenty (20) years.

II. Hazardous and Substandard Conditions Requiring Correction

- a) Hazardous conditions must include any condition that threatens the health and or safety of the occupants. These conditions should include but not be limited to:
 - 1. The lack of a steady and dependable heating and cooling system which will be able to provide adequate heat as defined in this section.
 - 2. Open flame gas or propane heaters, which exhaust fumes to the interior, must be removed.
 - 3. Leaking, damaged or inadequate heat exchange units or venting systems which create the danger of CO build up.
 - 4. Leaking, corroded or damaged gas supply lines.
 - 5. The lack of a functioning supply shut off valve for each gas or oil fired devices.
 - 6. The lack of a functional pilot light or electric start for each gas or oil fired device.
 - 7. Free standing heaters used for sole source of heat.

O. Water Heaters

I. Minimum Water Heater Standards

- a) Water heating facilities shall: be properly installed in accordance with manufacturer's installation and the requirements of the current residential code, be maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a temperature of not less than 110 degrees Fahrenheit. A gas fired water heater shall not be located in any sleeping room, bathroom, toilet room, storage closet or space that is open to other such rooms unless allowed by Chapter 24, Section G2406 of the current residential code. All water heaters must be properly vented, sealed and equipped with a pressure release valve and discharge pipe.
- b) The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely and free from defects and leaks. Each unit should be equipped with a functioning pressure release valve and temperature release valve. Such valves can be a combination thereof. The relief rating shall be adequate to meet the pressure conditions for the appliance or equipment being protected and shall not exceed the tanks rated working pressure. The valve shall be set to open between twenty-five (25) PSI and 150 PSI above system pressure but no greater.

- c) Fuel fired water heaters shall not be located in rooms used as storage closets. Water heaters located in a bedroom or bathroom shall be installed in a sealed enclosure so that combustion air will not be taken from living space except where the unit is a direct vent appliance. When installed in garage areas, water heaters having an ignition source shall be located with the ignition source at least eighteen (18) inches above the floor in order to prevent combustion of fuel vapors. Water heaters must be inspected for durable condition; replacements must have minimum life expectancy of eight (8) years.

II. Hazardous and Substandard Conditions Requiring Correction

- a) Hazardous conditions must include any condition that threatens the health and/or safety of the occupants. These conditions should include but not be limited to:
 - 1. Gas water heaters are prohibited in bathrooms, sleeping rooms and closets unless they meet the exclusion requirements of Chapter 24 of the current residential code.
 - 2. Missing gas shut off valve.
 - 3. Missing water supply shut off valve.
 - 4. Combustion air taken from living area.
 - 5. Missing or nonfunctional TPL valve. TPL drain shall flow by gravity and shall not connect directly to drainage system and should discharge to an indirect waste receptor or to outdoors. Termination point shall be readily observable by occupant and should not occur more than six (6) inches above floor or waste receptor.
 - 6. Inadequate exhaust pipe. New combustion exhaust should be double walled and skirted at all penetrations.
 - 7. Storage tanks less than thirty (30) gallons.
 - 8. Storage tanks that have calcified.
 - 9. Pipes, nipples or tanks elements that are severely corroded.
- b) Any other condition not mentioned that meets the definition of a hazardous or substandard condition as noted by the rehab inspector.

P. Lead Based Paint

- a) All homes constructed before January 1, 1978 will be evaluated for lead based paint hazards. *Please note: This standard is required by federal regulation.*
- b) Evaluation will be done by a qualified, certified or licensed person as required under the regulations at 24CFR35. A qualified lead based paint inspector or risk assessor is certified or regulated by a state or local health or housing agency or an organization recognized by HUD.

- c) As required under 24 CFR 35, 24 CFR 570.608, 24 CFR 982.401 all lead based hazards will be identified and reduced through paint stabilization, interim controls or abatement as required.
- d) Safe work practices will be followed at all times.
- e) During lead hazard reduction efforts, the work area will be sealed and the family will be protected or relocated as required by the regulations.
- f) Final Clearance will be achieved on all lead hazard reduction activities as required under the regulations.

Q. Smoke Detectors

- a) Each dwelling unit must have at least one (1) hard-wired smoke detector, in proper operating condition, on each level of the dwelling unit on the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms, including basements but excepting crawl spaces and unfinished attics. *Please note: This standard is required by federal regulation.*
- b) Smoke detectors must be installed in each room used for sleeping purposes.
- c) Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74.
- d) If the dwelling unit is occupied by any hearing impaired person, smoke detectors must have an alarm system, designed for hearing impaired persons as specified in the National Fire Protection Standard.

R. Energy Efficiency

- a) All additions, alterations or renovations shall comply with latest local building and energy code. Perform an energy analysis of existing building condition, estimate costs of improvements and implement measures that will improve building energy performance by a minimum of fifteen percent (15%) from pre-renovation figures. Applicant shall provide a ten percent (10%) unit sampling by an independent Building Performance Institute certified professional to determine the scope of work for energy improvements. The sampling must include all unit sizes. A RESNET certified Home Energy Rater must perform the analysis. All work must be completed to the Department of Energy Standard Work Specifications.
- b) HVAC replacements and new installations shall include:
 - 1. Sealing of all accessible duct connections including the drywall to boot connections with duct mastic or approved equivalent.
 - 2. Installation of new duct systems that comply with the new construction Energy Conservation Air Distribution Systems standard.

3. Room pressures shall comply with the new construction Energy Conservations standard.
- c) Insulation must be installed such that there are no gaps, voids, compression or wind intrusion of the insulation. The insulation and air barrier (i.e. gypsum board) must be continuous and aligned in all cases.
- d) Eligible projects must provide accessibility in accordance with the applicable provisions of 24 CFR part 8 (implementing section 504 of the Rehabilitation Act of 1973) and Titles II and III of the Americans with Disabilities Act implemented at 28 CFR parts 35 and 36. Eligible Projects that are “covered multifamily dwellings,” as defined at 24 CFR 100.205, standards must require that the housing meets the design and construction requirements at 24 CFR 100.205.

S. Disaster Mitigation

Where relevant, construction design will mitigate the potential impact of potential disasters (i.e. earthquakes, hurricanes, floods and wildfires) in accordance with state or local codes, ordinances and requirements or such other requirements that HUD may establish.

T. State and Local Codes, Ordinances and Zoning Requirements

Eligible Projects must meet all applicable state and local codes, ordinances and requirements. In the absence of state or local building codes, the housing must meet the International Building Code of the International Code Council.

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: State of Arizona - Department of Housing

* b. Employer/Taxpayer Identification Number (EIN/TIN):

86-6004791

* c. UEI:

Q15DSNA5KN97

d. Address:

* Street1: 1110 W. Washington

Street2: Suite 280

* City: Phoenix

County/Parish:

* State: AZ: Arizona

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 850072963

e. Organizational Unit:

Department Name:

State of Arizona

Division Name:

Department of Housing

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Thomas

Middle Name:

M

* Last Name:

Simplot

Suffix:

Title: Director

Organizational Affiliation:

State of Arizona - Department of Housing

* Telephone Number: 602-771-1007

Fax Number: 602-771-1002

* Email: tom.simplot@azhousing.gov

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.228

CFDA Title:

Community Development Block Grant - State and Small Cities Program

* 12. Funding Opportunity Number:

B-22-DC-04-0001

* Title:

FY2020-FY2024 5 year Consolidated Plan - Third Year Action Plan FY 2022

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

State of Arizona - Non-entitlement Community Development Block Grant

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):*** a. Federal * b. Applicant * c. State * d. Local * e. Other * f. Program Income * g. TOTAL *** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☒ a. This application was made available to the State under the Executive Order 12372 Process for review on .☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☐ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:Prefix: * First Name: Middle Name: * Last Name: Suffix: * Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

CDBG (CFD 14.228) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004

RHP (CFDA 14.228) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004

HOME (CFD 14.239) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004
AZ-005
AZ-006
AZ-007
AZ-009

HOPWA (CFD 14.241) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004

ESG (CFD 14.231) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004
AZ-005
AZ-006
AZ-007
AZ-009

HTF (CFD 14.275) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004
AZ-005
AZ-006
AZ-007
AZ-009

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Director
APPLICANT ORGANIZATION State of Arizona - Department of Housing	DATE SUBMITTED 07/08/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: State of Arizona - Department of Housing

* b. Employer/Taxpayer Identification Number (EIN/TIN):

86-6004791

* c. UEI:

Q15DSNA5KN97

d. Address:

* Street1: 1110 W. Washington

Street2: Suite 280

* City: Phoenix

County/Parish:

* State: AZ: Arizona

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 850072963

e. Organizational Unit:

Department Name:

State of Arizona

Division Name:

Department of Housing

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Thomas

Middle Name:

M

* Last Name:

Simplot

Suffix:

Title: Director

Organizational Affiliation:

State of Arizona - Department of Housing

* Telephone Number: 6027711007

Fax Number: 6027711002

* Email: tom.simplot@azhousing.gov

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.239

CFDA Title:

* 12. Funding Opportunity Number:

M-22-SG-04-0100

* Title:

FY2020-FY2014 5 year Consolidated Plan - Third Year Action Plan FY 2022

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

State of Arizona - non-entitlement HOME Investment Partnership Program (HOME)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):*** a. Federal * b. Applicant * c. State * d. Local * e. Other * f. Program Income * g. TOTAL *** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☒ a. This application was made available to the State under the Executive Order 12372 Process for review on .☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☐ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:Prefix: * First Name: Middle Name: * Last Name: Suffix: * Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

CDBG (CFD 14.228) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004

RHP (CFDA 14.228) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004

HOME (CFD 14.239) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004
AZ-005
AZ-006
AZ-007
AZ-009

HOPWA (CFD 14.241) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004

ESG (CFD 14.231) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004
AZ-005
AZ-006
AZ-007
AZ-009

HTF (CFD 14.275) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004
AZ-005
AZ-006
AZ-007
AZ-009

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Director
APPLICANT ORGANIZATION State of Arizona - Department of Housing	DATE SUBMITTED 07/08/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: State of Arizona - Department of Housing

* b. Employer/Taxpayer Identification Number (EIN/TIN):

86-6004791

* c. UEI:

Q15DSNA5KN97

d. Address:

* Street1: 1110 W. Washington

Street2: Suite 280

* City: Phoenix

County/Parish:

* State: AZ: Arizona

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 850072963

e. Organizational Unit:

Department Name:

State of Arizona

Division Name:

Department of Housing

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Thomas

Middle Name:

M

* Last Name:

Simplot

Suffix:

Title: Director

Organizational Affiliation:

* Telephone Number: 6027711007

Fax Number: 6027711002

* Email: tom.simplot@azhousing.gov

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.241

CFDA Title:

Housing Opportunities for Persons with Aids

* 12. Funding Opportunity Number:

AZH22F999

* Title:

FY2020-FY2024 5 year Consolidated Plan - Third Year Action Plan FY2022

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

State of Arizona - Non-entitlement Housing Opportunities for Persons with Aids (HOPWA)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):*** a. Federal * b. Applicant * c. State * d. Local * e. Other * f. Program Income * g. TOTAL *** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☒ a. This application was made available to the State under the Executive Order 12372 Process for review on .☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☐ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:Prefix: * First Name: Middle Name: * Last Name: Suffix: * Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

CDBG (CFD 14.228) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004

RHP (CFDA 14.228) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004

HOME (CFD 14.239) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004
AZ-005
AZ-006
AZ-007
AZ-009

HOPWA (CFD 14.241) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004

ESG (CFD 14.231) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004
AZ-005
AZ-006
AZ-007
AZ-009

HTF (CFD 14.275) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004
AZ-005
AZ-006
AZ-007
AZ-009

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Director
APPLICANT ORGANIZATION State of Arizona - Department of Housing	DATE SUBMITTED 07/08/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: State of Arizona - Department of Housing

* b. Employer/Taxpayer Identification Number (EIN/TIN):

86-6004791

* c. UEI:

Q15DSNA5KN97

d. Address:

* Street1: 1110 W. Washington

Street2: Suite 280

* City: Phoenix

County/Parish:

* State: AZ: Arizona

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 850072963

e. Organizational Unit:

Department Name:

State of Arizona

Division Name:

Department of Housing

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Thomas

Middle Name:

M

* Last Name:

Simplot

Suffix:

Title: Director

Organizational Affiliation:

State of Arizona - Department of Housing

* Telephone Number: 6027711000

Fax Number: 6027711002

* Email: tom.simplot@azhousing.gov

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.275

CFDA Title:

Housing Trust Fund

* 12. Funding Opportunity Number:

F-22-SG-04-0100

* Title:

FY2020-FY2024 5 year Consolidated Plan - Third Year Action Plan FY2022

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

National Housing Trust Funds for all areas of the State of Arizona

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):*** a. Federal * b. Applicant * c. State * d. Local * e. Other * f. Program Income * g. TOTAL *** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☒ a. This application was made available to the State under the Executive Order 12372 Process for review on .☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☐ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:Prefix: * First Name: Middle Name: * Last Name: Suffix: * Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

CDBG (CFD 14.228) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004

RHP (CFDA 14.228) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004

HOME (CFD 14.239) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004
AZ-005
AZ-006
AZ-007
AZ-009

HOPWA (CFD 14.241) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004

ESG (CFD 14.231) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004
AZ-005
AZ-006
AZ-007
AZ-009

HTF (CFD 14.275) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004
AZ-005
AZ-006
AZ-007
AZ-009

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Director
APPLICANT ORGANIZATION State of Arizona - Department of Housing	DATE SUBMITTED 07/08/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: State of Arizona - Department of Housing

* b. Employer/Taxpayer Identification Number (EIN/TIN):

86-6004791

* c. UEI:

Q15DSNA5KN97

d. Address:

* Street1: 1110 W. Washington

Street2: Suite 280

* City: Phoenix

County/Parish:

* State: AZ: Arizona

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 850072963

e. Organizational Unit:

Department Name:

State of Arizona

Division Name:

Department of Housing

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Thomas

Middle Name:

M

* Last Name:

Simplot

Suffix:

Title: Director

Organizational Affiliation:

State of Arizona - Department of Housing

* Telephone Number: 6027711007

Fax Number: 6027711002

* Email: tom.simplot@azhousing.gov

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.228

CFDA Title:

Recovery Housing Program

* 12. Funding Opportunity Number:

B-22-DC-04-0001

* Title:

FY2020-FY2024 5 year Consolidated Plan - Third Year Action Plan FY2022

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Recovery Housing Program funding for all areas of the state of Arizona

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="917,922.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="917,922.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☒ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

CDBG (CFD 14.228) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004

RHP (CFDA 14.228) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004

HOME (CFD 14.239) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004
AZ-005
AZ-006
AZ-007
AZ-009

HOPWA (CFD 14.241) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004

ESG (CFD 14.231) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004
AZ-005
AZ-006
AZ-007
AZ-009

HTF (CFD 14.275) Congressional Districts:

AZ-001
AZ-002
AZ-003
AZ-004
AZ-005
AZ-006
AZ-007
AZ-009



ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Director
APPLICANT ORGANIZATION State of Arizona - Department of Housing	DATE SUBMITTED 07/08/2022

STATE CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the State certifies that:

Affirmatively Further Fair Housing -- The State will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.


Anti-Lobbying --To the best of the State's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of State -- The submission of the consolidated plan is authorized under State law and the State possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the State's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.



Signature of Authorized Official

07/08/2022

Date

Director

Title

Specific Community Development Block Grant Certifications

The State certifies that:

Citizen Participation -- It is following a detailed citizen participation plan that satisfies the requirements of 24 CFR §91.115 and each unit of general local government that receives assistance from the State is following a detailed citizen participation plan that satisfies the requirements of 24 CFR §570.486.

Consultation with Local Governments --

1. It has consulted with affected units of local government in the nonentitlement area of the State in determining the method of distribution of funding;
2. It engages in or will engage in planning for community development activities;
3. It provides or will provide technical assistance to units of local government in connection with community development programs; and
4. It will not refuse to distribute funds to any unit of general local government on the basis of the particular eligible activity selected by the unit of general local government to meet its community development needs, except that a State is not prevented from establishing priorities in distributing funding on the basis of the activities selected.

Local Needs Identification -- It will require each unit of general local government to be funded to identify its community development and housing needs, including the needs of low-income and moderate-income families, and the activities to be undertaken to meet these needs.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.
2. Overall Benefit. In the aggregate, not less than 70 percent of the CDBG funds, including Section 108 guaranteed loans, received by the State during the following fiscal year(s) 2022- 2023 [a period designated by the State of one, two, or three specific consecutive fiscal year(s)] will be used for activities that benefit persons of low and moderate income.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG Funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It will require units of general local government that receive CDBG funds to certify that they have adopted and are enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Compliance with Laws -- It will comply with applicable laws.



Signature of Authorized Official

07/08/2022

Date

Director

Title

Specific HOME Certifications

The State certifies that:

Tenant Based Rental Assistance -- If it plans to use HOME funds for tenant-based rental assistance, tenant-based rental assistance is an essential element of the State's consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §92.205 through §92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Subsidy Layering -- Before committing any funds to a project, the State or its recipients will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.



Signature of Authorized Official

07/08/2022

Date

Director

Title

Housing Opportunities for Persons With AIDS Certifications

The State HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under the program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years, in the case of any building or structure purchased, leased, rehabilitated, renovated, or converted with HOPWA assistance,
2. For a period of not less than 3 years, in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.



Signature of Authorized Official

07/08/2022

Date

Director

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

06/24/2022

4. Applicant Identifier:

5a. Federal Entity Identifier:

086704488

5b. Federal Award Identifier:

E-22-DC-04-0001

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

Arizona Department of Economic Security

* b. Employer/Taxpayer Identification Number (EIN/TIN):

86-6004791

* c. UEI:

Q15DSNA5KN97

d. Address:

* Street1:

1789 W Jefferson St

Street2:

* City:

Phoenix

County/Parish:

* State:

AZ: Arizona

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

85007-3202

e. Organizational Unit:

Department Name:

Dept of Economic Security

Division Name:

Div of Community Assistance & Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

* First Name:

Jennifer

Middle Name:

* Last Name:

Snow-Vargas

Suffix:

Title:

Deputy Assistant Director

Organizational Affiliation:

* Telephone Number:

480-440-8718

Fax Number:

* Email:

jznw@azdes.gov

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

U.S Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.231

CFDA Title:

Emergency Solutions Grant

* 12. Funding Opportunity Number:

E-22-DC-04-0001

* Title:

Emergency Solutions Grant (ESG)

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

State of Arizona - non entitlement Emergency Solutions Grant

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant AZ-004

* b. Program/Project ESG

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2022

* b. End Date: 06/30/2024

18. Estimated Funding (\$):

* a. Federal	1,598,056.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	1,598,056.00

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr. * First Name: Michael

Middle Name:

* Last Name: Wisehart

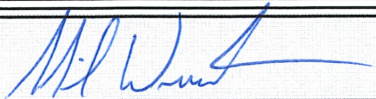
Suffix:

* Title: Director

* Telephone Number: 480-440-8718 Fax Number:

* Email: mwisehart@azdes.gov

* Signature of Authorized Representative:



* Date Signed: 7/14/22

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

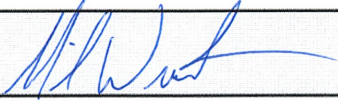
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Director
APPLICANT ORGANIZATION	DATE SUBMITTED
Arizona Department of Economic Security	7-14-22

Emergency Solutions Grant Certifications

Each State that seeks funding under the Emergency Solutions Grants Program must provide the following certifications:

Matching Funds – The State will obtain any matching amounts required under 24 CFR 576.201 in a manner so that its subrecipients that are least capable of providing matching amounts receive the benefit of the exception under 24 CFR 576.201(a)(2).

Discharge Policy – The State will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Confidentiality – The State will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

The State will ensure that its subrecipients comply with the following criteria:

Major rehabilitation/conversion/renovation – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

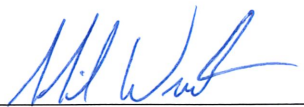
Essential Services and Operating Costs – If ESG funds are used for shelter operations or essential services related to street outreach or emergency shelter, the subrecipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the applicant serves the same type of persons (e.g., families with children, unaccompanied youth, veterans, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The subrecipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Homeless Persons Involvement – To the maximum extent practicable, the subrecipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted ESG.

Consolidated Plan – All activities the subrecipient undertakes with assistance under ESG are consistent with the State's current HUD-approved consolidated plan.



Signature of Authorized Official

7-14-22
Date

Director
Title