Arizona Department of Housing

# Permanent Supportive Housing Notice of Funding Available

Date Issued: February 22, 2018

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EQUAL HOUSING OPPORTUNITY

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## Introduction

The Arizona Department of Housing ("ADOH" or the "Department") is pleased to announce a Notice of Funding Availability ("NOFA") for approximately $5 million in funding through the following sources:

- Federal National Housing Trust Fund ("NHTF")
- Federal HOME Investment Partnerships Program ("HOME")
- Arizona State Housing Trust Fund ("HTF")

This NOFA is for construction and/or acquisition/rehabilitation of affordable rental housing developments (only efficiency (zero (0) bedroom) and one (1) bedroom units) as Permanent Supportive Housing for Chronically Homeless Households with extremely low income (thirty percent (30%) of the HUD Area Median Income adjusted for family size with utility costs deducted). Supportive Services must be provided with the purpose of helping residents achieve maximum possible self-sufficiency and maintain their permanent housing. Proposed projects must use Housing First approach and architectural guidelines. All PSH units must have project-based rental assistance ("Rental Assistance").

Project proposals may use the funds in this NOFA as follows:

1. Partial financing (gap) for larger projects that also utilized 4% LIHTCs and Private Activity Bonds.
2. Primary financing for smaller projects for which the funds in this NOFA constitute the majority of the funding.

**Note: The 9% LIHTC is not an eligible source for this NOFA.**

"Rental Assistance" means a voucher, operating subsidy or privately funded assistance that provides the difference between the monthly rental rate and the tenant's contribution of thirty percent (30%) of their income (after certain deductions are taken out) to pay for rent and utilities combined. Examples of Rental Assistance include the following federal programs: Section 8 Project-Based Vouchers, Section 8 HAP Contracts, Public Housing, McKinney-Vento permanent housing programs for the homeless, USDA Section 514/515 rental assistance, and USDA Section 521 Rural Rental Assistance Program.

Other privately and governmentally funded programs that commit the same level of assistance to a project as the federal programs specified in the prior sentence are also project-based rental assistance. If privately funded, applicant must substantiate a minimum of three (3) years of providing rental assistance in other projects. In order to be acceptable to ADOH, privately funded rental assistance must include sufficient resources to pay seventy-five (75%) of the total pro-forma rent for every unit for which rental assistance is claimed in the application for the entire thirty (30) year period of affordability for the National Housing Trust Fund.

This NOFA and the following documents combine to provide instructions on how to submit a proposal under this NOFA:

- 2016-2017 ADOH SHF Program Summary and Application Guide
- 2017-2018 Supportive Housing Application
- 2017-2018 ADOH NHTF Annual Allocation Plan
- 2018 ADOH Qualified Allocation Plan
- 2017 ADOH Qualified Allocation Plan Section 2.9(K)(2)(f)-(g) and associated definitions

The following documents provide additional compliance requirements for the funding sources in this NOFA and are incorporated herein by reference. The NOFA may be more restrictive than the regulations in these documents. In the event that these or other requirements are inconsistent, the most restrictive requirements shall govern.

- ADOH NHTF Rehabilitation Standards
- 24 CFR parts 91 and 92, as amended, HOME Investment Partnership Program: Improving Performance and Accountability; Updating Property Standards, July 24, 2013
- 24 CFR parts 91 and 93, as amended, Housing Trust Fund; Interim Rule, January 30, 2015
- Exhibit D - Mandatory Design Standards for Multi-family Housing
- CSH Housing First Criteria
- Physical Design Standards in Supportive Housing Developments, July 2013
- National Housing Trust Fund Rent and Income Limits

***This NOFA will be allocated through one (1) funding round. The application submission deadline is May 25, 2018 at 4:00 p.m. MST*** (the "Application Deadline").

## General Overview

The funding process can be found in the 2016-2017 ADOH SHF Program Summary and Application Guide which includes information regarding:

- Completeness review;
- Threshold review;
- Scoring;
- Financial and Technical review;
- Compliance with federal and state regulations;
- Funding review.

## Program Eligibility

Eligible Recipients are public housing agencies, for-profit entities or non-profit entities.

Eligible Activities are the construction and/or acquisition/rehabilitation of affordable rental housing developments as Permanent Supportive Housing for Chronically Homeless Households with extremely low income (thirty percent (30%) of the HUD Area Median Income adjusted for family size with utility costs deducted). Supportive Services must be provided with the purpose of helping residents achieve maximum possible self-sufficiency and maintain their permanent housing. Projects must start construction within 12 months of award and must obtain a certificate of occupancy within 30 months of award.

Further eligibility requirements are found in the 2016-2017 ADOH SHF Program Summary and the 2017-2018 ADOH NHTF Annual Allocation Plan.

## Compliance

Projects awarded under this NOFA will be required to meet all requirements of 24 CFR Parts 92 and 93 which provide applicable regulations for the HOME and NHTF funding. Where the regulations for these two (2) programs are inconsistent, the most restrictive provision shall be applicable to the project. The PSH units assisted under this NOFA ("State-Assisted Units") shall remain affordable for a minimum of thirty (30) years from project completion.

## Target Population

Projects awarded under this NOFA will be required to coordinate intake with the local homeless Coordinated Entry. Applicants must meet the following criteria:

> Chronically homeless households (as defined in 24 CFR 578.3) with the longest length of homelessness as identified by the local Coordinated Entry (at minimum one (1) cumulative year over a three (3) year period), with the most severe service needs as identified by the VI-SPDAT acuity score in HMIS.

## Housing First Model

All projects must adhere to the Housing First Model, as explained in the attached two (2) documents from by the Corporation for Supportive Housing, which are hereby incorporated into this NOFA:

- CSH Housing First Criteria.
- Physical Design Standards in Supportive Housing Developments, July 2013.

## Supportive Services

Supportive services must be tenant-centered and flexible with a focus on housing retention. Individual person-centered planning, twenty-four (24) hour emergency on-call coverage, group and individual programming, on-site case management and life skills services, collaborative treatment with area providers, and on-site property management and client support staffing are hallmarks of effective supportive services programming in a Housing First Model.

All projects must have an on-site food pantry and all residents must be connected to a Federally Qualified Health Center. In addition, the applicant must coordinate to provide supportive services financed through the Regional Behavioral Health Authority ("RBHA") to the project. Applicants should contact the Housing Administrator at the RBHA to establish and/or formalize connection to an eligible behavioral health service provider. Evidence based practices, including permanent supportive housing and harm reduction, should adhere to the fidelity standards of the Substance Abuse and Mental Health Services Administration ("SAMHSA") model. Services, at a minimum, must include:

- Harm reduction strategies to reduce the consequences of substance use;
- Twenty-four (24) hour on-call coverage;
- On-site case management and coordination services;
- On-site habilitation/life skills training;
- On-site, or contiguous and accessible to the project, Benefits Specialist;
- On-site, or contiguous and accessible to the project, on-going job training, search assistance and/or placement;
- On-site, or contiguous and accessible to the project, financial literacy classes;
- On-site, or contiguous and accessible to the project, computer training.

## Project Based Rental Assistance

All projects must provide project-based rental assistance using Section 8, VASH, private, or other sources that are committed to the project, rather than from sources that provide tenant-based rental assistance. Applicants will be required to provide a narrative describing the source of the project-based rental assistance.

## Beneficiary Income Limits

This NOFA is for PSH units that will serve chronically homeless households and receive project based rental assistance. Units assisted by NHTF may not have incomes that exceed the greater of: 1) thirty percent (30%) of the area median income adjusted by family size; or 2) the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2), as adjusted for family size. The 2018 poverty guidelines were published in the Federal Register on January 18, 2018 (83 FR 2642) by the Department of Health and Human Services. HUD's published rent and income limits for the NHTF program are posted on the ADOH website. Projects submitted for consideration may include additional units assisted by other financing sources which are subject to their respective income limits.

## Maximum State Investment

Arizona Maximum per Unit Development Subsidies are based on the actual costs of constructing Permanent Supportive Housing (efficiencies and one (1) bedroom) in both urban and rural (outside of Maricopa and Pima Counties) Arizona.

| Project Area in Arizona | Cost per unit for 0 bedroom | Cost per unit for 1 bedroom |
|---|---|---|
| Balance of State (rural) | $185,686 | $219,847 |
| Urban Area | $189,462 | $255,535 |

Only eligible expenses as defined in Section 3.8 of the Program Summary and Application Guide are eligible for State Housing Fund reimbursement. Ineligible costs must be funded through non-ADOH funding sources.

**Acquisition Cost.** The acquisition cost is limited to the lowest of: the original purchase price with documented extension fees and documented reasonable carrying costs, the appraisal submitted with the application, and the construction lender's appraisal submitted prior to closing. The cost of the building is limited to the "as-is" market value assuming market rental rates. "As-if" prospective values are not an acceptable form of valuation for determination of acquisition costs. Furthermore, acquisition/demolition and new construction projects are limited to the "as-if" vacant land value. Applicants may not include an upfront capitalized payment of a land lease as an item in the development budget.

**Construction Contingency.** Applications shall include a minimum hard cost contingency of five percent (5%) of the total direct construction cost line item for new construction and seven percent (7%) of the total direct construction cost line item for all other project types. The maximum hard cost contingency for all project types is ten percent (10%) of the "Total Direct Construction Cost" line item. Rehabilitation projects and acquisition/demolition projects may also include a hazardous waste contingency of up to seven percent (7%) of the "Total Direct Construction Cost" line item.

**Construction Loan Finance Costs Limits.** ADOH evaluates construction loan finance costs based on information provided in Commitment Letters and Letters of Interest or Intent submitted in the application. ADOH may compare an applicant's stated costs to industry standards and/or other applications submitted in response to this NOFA and may make adjustments to the development budget during the underwriting process.

ADOH will allow construction loan finance costs up to a maximum of two percent (2%) of the construction loan amount as stated in the Commitment Letter or Letter of Interest or Intent prepared by the construction lender.

The maximum construction interest allowable shall be calculated as follows: construction loan amount multiplied by the monthly interest rate, divided by two (2), multiplied by the number of months in the construction phase.

ADOH will reduce the construction loan costs and/or interest reserve allowed in the development budget if it determines the size of the construction loan is overstated and/or the interest rate is in excess of industry standards. If ADOH reduces the size of the construction loan, it shall also adjust other development budget line items affected by the reduction in the loan size.

**Primary Mortgage Financing Costs Limit.** ADOH evaluates primary mortgage financing costs based on the information provided in the Commitment Letters and Letters of Interest or Intent submitted in the application. ADOH may compare an applicant's stated costs to industry standards and/or other applications submitted in response to this NOFA and may make adjustments to the development budget during the underwriting process. Origination and loan fees are capped at two percent (2%) of the primary loan amount.

**Developer Fee Limits**. For the purpose of the limits in the table below, the developer fee also includes overhead and profit, construction management fees, non-profit fees, and consultant fees as part of the total developer fee. The total amount of developer fee that can be included in the development budget shall be limited as set forth in the table below. The total developer fee may be reduced if costs decrease between the time of application and completion of the project, but the total developer fee submitted at the time of application shall not be increased.

| **Developer Fee Limits as a Percent of the Total in Cost Categories II-IV of the Development Budget** | |
|---|---|
| Number of Units | Percent Allowed |
| 1 - 30 | Seventeen percent (17%) |
| 31 - 60 | Fifteen percent (15%) |
| 61+ | Fourteen percent (14%) |

If the project includes Low Income Housing Tax Credits ("LIHTC") as a source of funding, up to forty percent (40%) of the developer fee may be deferred for a term no greater than fifteen (15) years to cover a gap in funding sources. Payment projections of the deferred developer fee must not negatively impact the cash flow operations of the project. If there are no LIHTC in the project, applicants should reduce the development budget by the amount of developer fee that cannot be supported.

**Builder Profit, Overhead, and General Requirement Limits**. These limits are calculated as a percentage of the line item "Subtotal Direct Construction Costs" as set forth in the table below:

| **Builder's Profit, Overhead, and General Requirements** | **Percent of Costs** | | | | |
|---|---|---|---|---|---|
| Project Size in Units | 1 - 15 | 16 - 30 | 31 - 45 | 46 - 60 | 61+ |
| Builder's Profit | 06.00 | 05.75 | 05.50 | 05.25 | 05.00 |
| Builder's Overhead | 03.00 | 02.75 | 02.50 | 02.25 | 02.00 |
| General Requirements | 06.00 | 05.75 | 05.50 | 05.25 | 05.00 |
| Total Maximum Percentage | 15.00 | 14.25 | 13.50 | 12.75 | 12.00 |

***NOTE:*** *General requirements include project-related site costs such as temporary fencing, utilities to the site during construction, job site supervision, job site office, and similar costs.*

**Architectural and Engineering Fees.** Architectural and engineering fees, including design and inspection costs that can be included in eligible basis, shall be limited to $4,500 per unit for acquisition/rehabilitation and the limits in the following table for new construction, acquisition/demolition/new construction or adaptive re-use. The limits include architectural design and construction administration, structural engineering, civil engineering, mechanical engineering, electrical engineering, plumbing engineering, landscape architecture, green consultant/LEED rater, geotechnical engineering (including the soils report), the cost of architectural design and civil engineering associated with re-zoning (prior to application), and site plan approvals. ADOH may make reasonable reductions in the architecture budget if all of the above services are not required for the project. Applicants with extensive off-site civil engineering in remote areas may request a waiver, with justification and other sources to fund the off-site civil engineering and construction costs.

| **Architectural and Engineering Fee Limits for New Construction, Acquisition/Demolition/New Construction and Adaptive Re-use Projects** | |
|---|---|
| Number of Units | Per Unit Allowed |
| 1 - 30 | $9,000 |
| 31 - 60 | $8,000 |
| 61+ | $7,000 |

**Capitalized Reserve Requirements.** The development budget must include capitalized reserves as follows:

**Lease-up Reserve.** Four (4) months of operating expenses plus four (4) months of primary debt service must be shown in the development budget. All funds remaining in the lease-up reserve account at the time the project reaches ninety-five (95%) occupancy must be used first to pay capital costs including deferred developer fee with any balance remaining to be placed in the operating reserve. The partnership agreement, operating agreement, or other applicable documents that govern the use of operating funds must contain language restricting the use of these funds as indicated and providing control of the funds to the Equity Investor.

**Operating Reserve.** Four (4) months of operating expenses plus four (4) months of primary debt service must be shown in the development budget. Operating reserve funds must remain in an account solely for project use during the project extended use period, unless recapitalized through a refinance upon completion of the fifteen (15) year compliance period. The applicant must include a narrative explaining how the operating reserve will be established. Funds in the operating reserve account are used solely to cover project operating expenses when revenues are not sufficient. The partnership agreement, operating agreement, or other applicable documents that govern the use of operating funds must contain language restricting the use of these funds.

**Replacement Reserve.** The application must include an annual replacement reserve of at least of $350 per unit per year in the operating pro-forma. Higher annual replacement reserves are encouraged in the operating pro-forma, if evidence is provided demonstrating that they are needed to meet Uniform Physical Conditions Standards through the thirty (30) year period of affordability.

Replacement reserves capitalized in the development budget shall not exceed an amount equal to one (1) year of replacement reserves at $350 per unit per year. Replacement reserves, including annual deposits less amounts spent on eligible replacements, must remain in an account solely for project use during the period of affordability. Funds in the replacement reserve account are used solely to cover the replacement of capitalized cost items.

All expenditures from the operating and/or replacement reserves will require prior approval from ADOH throughout the period of affordability through mechanisms in the loan documents.

### Costs Undertaken Prior to Award

24 CFR 58.71 prohibits the undertaking of any physical activities or choice limiting actions (i.e. acquisition of real property (including making bids on auctioned properties), leasing property, demolition, movement, rehabilitation, conversion of land or buildings/structures, repair or construction of buildings or structures including soliciting bids to undertake these activities) until HUD has approved the request for release of funds.

In addition, applicants are advised that 24 CFR §93.201(h) prohibits expenditure of NHTF funds for development hard costs or for acquisition *before NHTF funds are committed to the project (i.e. closing)*. However, the written agreement committing the NHTF funds to the project may authorize NHTF funds to be used for architecture and engineering costs and other related professional services, as provided in 24 CFR 93.201(d)(1).

### Community Housing and Development Organizations

HOME funds may be allocated to projects that are developed by Community Housing Development Organizations ("CHDOs"). Applicants who receive a conditional award for CHDO funds under this NOFA must submit a CHDO application within thirty (30) days of a notification of a conditional award under this NOFA. The CHDO application may be downloaded from the ADOH website from the following location: https://housing.az.gov/housing-partners/chdo.

### Terms of Assistance to the Project/Project Owner

Amortized low to no-interest loans with minimum payments or deferred forgivable loans, as determined during underwriting. Projects will be required to maximize primary debt as defined in the 2018 QAP.

### Application Review Criteria

The review criteria are set forth in Chapter 2 of the 2016-2017 ADOH SHF Program Summary and Application Guide, as supplemented by the application itself and, the scoring criteria below, and the 2017 and 2018 QAP by reference (see the Application and the scoring section of this NOFA for specific references).

### Project Team Disqualification

ADOH may disqualify any applicant, owner, person with a controlling interest in either such entity, agent or management agent who is not compliant at the time of application, with in Sections 2.5(D),(E),(F), (G) and (H) on pages 34 and 36 of the 2018 QAP.

Failure of the owner to comply with the terms in the loan documents and CC&Rs shall result in disqualification of the owner, developer, their principals, and affiliates from future funding and LIHTC from ADOH. ADOH reserves the right to take corrective action, if needed, to enforce the terms of its agreements with the owner of the project.

## Scoring

Only projects with the highest competitive score and meet underwriting, threshold, and eligibility requirements will qualify for a preliminary award of State Housing Funds. Applications shall be competitively scored in accordance with the following criteria. Projects must have a minimum score of forty (40) to be considered for funding under this NOFA. For each scoring category, refer to the section of the applicable year's QAP where noted at the top of the scoring category to determine what supporting documentation is required in order to be eligible to receive points under that scoring category. All terms in this scoring section are as defined in the applicable QAP, as referred to below.

| **Point Scoring Summary** | **Maximum Points** |
|---|---|
| Months to Place in Service | Up to fifteen (15) |
| Cost Effectiveness & PSH Units Committed | Up to twenty (20) |
| Developer Experience | Up to six (6) |
| Service Enriched Location | Up twelve point five (12.5) |
| Transit Oriented Design | Up to twenty (20) |
| Chronically Homeless Demand by Continuum of Care Point in Time Counts | Up to thirty (30) |
| **Total Maximum Points** | **One hundred three point five (103.5)** |

| **A. Months to Place in Service** | *(See Tab 1 – Project Schedule)* |
|---|---|
| **Up to fifteen (15) points** | |
| Applications that reasonably demonstrate that the project will be placed in service (including all PSH Units) in fourteen (14) or fewer months from the date the awards are announced shall receive fifteen (15) points. | |
| Applications that reasonably demonstrate that the project will be placed in service in service (including all PSH Units) in eighteen (18) or fewer months from the date the awards are announced shall receive ten (10) points. | |
| In the event an applicant is unable to meet their commitment in this category for any reason, and it is not reasonably feasible to revoke the entire award, the Department shall reduce the award by an amount equal to ten percent (10%) of the total developer fee for each month of delay. | |

| **B. Cost Effectiveness** | |
|---|---|
| **Up to twenty (20) points** | |
| Applications will be ranked in the order from the highest number of PSH units to the lowest number of PSH units committed in the application. Applications will also be ranked in order from the lowest to the highest Total Development Cost ("TDC") per unit. The rank for the two (2) criteria will be added together to determine the total ranking of each application. In the event that there is a tie between two (2) or more applications in one (1) criteria, they will receive the same rank. In the event that there is a tie between two (2) or more application's rank when both criteria are added, the applications will be ranked first by the lowest TDC per unit to the highest TDC per unit and then from the most units produced to the fewest units produced. | |
| The application with the highest rank under the ranking above of the most units produced at the lowest cost will receive twenty (20) points. The application ranking second will receive fifteen (15) points. The Application ranked third will receive ten (10) points. Each subsequent application will receive five (5) less points. It is possible to receive negative points. | |

| **C. Developer Experience in Permanent Supportive Housing** | *(See Form 6b for PSH projects placed in service.)* |
|---|---|
| **Up to six (6) points** | |
| Permanent Supportive Housing Experience: Up to six (6) points are available to developers who demonstrate that they have experience in the development of Permanent Supportive Housing based on criteria below. | |
| Insert certificate evidencing attendance by the developer at the Supportive Housing Institute held by the Corporation for Supportive Housing (at Valley of the Sun United Way in Arizona, or in another state). | One (1) point |
| One (1) PSH project placed in service. | Two (2) points |
| Two (2) PSH projects placed in service. | Additional three (3) points |

| **D. Service Enriched Location** | *(See 2018 QAP Section 2.9(K) and 2017 QAP Section 2.9(K)(2)(f) - (g).* |
|---|---|
| **Up to twelve and one-half (12.5) points** | |
| Up to twelve and one-half (12.5) points are available to projects with existing facilities in the below categories that are located in an urban area and within one (1) mile or less in a straight line radius of the site and specifically serve the proposed resident population, or are located in | |

| | | |
|---|---|---|
| a Balance of State area and within two (2) miles or less in a straight line radius of the site and specifically serve the proposed resident population. | | |
| Grocery Store (maximum five (5) points) | That is WIC vendor | Five (5) points |
| | Without WIC contract | Four (4) points |
| VA health care center (veterans project only); hospital, urgent care clinic or Federally Qualified Health Center (all projects) | | Two and one half (2.5) points |
| Recreation center or public park | | Two and one half (2.5) points |
| Public library | | Two and one half (2.5) points |

| | |
|---|---|
| **E. Transit Oriented Design** | *(See 2018 QAP Section 2.9(O))* |
| **Up to twenty (20) points (Can only get points in one category)** | |
| Project is located in a certain proximity of a frequent bus transit system (*see 2018 QAP Section 2.9(O)(2)* | Fifteen (15) points |
| Project is located in a certain proximity of a high capacity transit station (*see 2018 QAP Section 2.9(O)(3)*): | Twenty (20) points |

| | |
|---|---|
| **F. Chronically Homeless Demand by Continuum of Care Point in Time Counts.** Scoring categories are based on the relative demand in Arizona as documented in the 2017 Point In Time Counts, Chronically Homeless category. Chronically Homeless numbers are depicted in parenthesis. | |
| **Up to 30 points** | |
| Maricopa County Continuum of Care (908) | 30 points |
| Balance of State County Continuum of Care (388) | 15 points |
| Pima County Continuum of Care (73) | 5 points |

## Tie Breaker

In the event that two or more Applications have the same adjusted competitive score, ADOH will award funding according to the following tiebreaker criteria:

First, to Applicants with the most efficient use of State Housing Fund resources calculated by dividing the "Amount of SHF Requested" on page 1-2 of the Supportive Housing Application Form by the total number of Units dedicated to serve Chronically Homeless in the Demographics portion of Page 1-2 of the Supportive Housing Application Form. In order to be counted, each Unit dedicated to Chronically Homeless must be supported by project based Rental Assistance.

Second, to Applicants proposing newly constructed Units that are not a redevelopment of existing affordable housing in descending order from the largest number of new Units to the smallest number of new Units. (ADOH will consider the number of newly constructed Units in Projects with a mix of new and rehabilitated Units.)

Third, to Applicants in descending order who commit the greatest percentage of Units with Project Based Rental Assistance to the lowest percentage of Units with Project Based Rental Assistance.

## Funding Determinations

Applications must meet the requirements outlined the 2016-2017 ADOH SHF Program Summary and Application Guide to be considered for funding. Award of SHF is subject to the availability of the funds provided to the Department for the SHF programs that are included in this NOFA and the ability of the Applicant to close on all financing described in the Application by March 31, 2019.

## Funding Notification

The Department will make every effort to make its funding decisions within thirty (30) days, depending upon the number and complexity of the applications received.

## Technical Assistance

The Department will not preview, comment on, or pre-judge any element of any application prior to its initial submittal. A limited amount of assistance is available regarding the interpretation of the Department's policies, the SHF program in general, and how program requirements should be applied. All requests for clarification shall be made in writing via e-mail to Rental-NOFA@azhousing.gov on or before May 18, 2018 at 12:00 p.m. Mountain Standard Time. The responses thereto will be posted no more often than weekly to the Department's website to a document entitled "Clarifications to the SHF NOFA". Applicants are responsible for checking the Department's website for this information.

## Application and Submittal Format

In order to be considered for funding, upon or before the application deadline, applicant must submit both:

1. One (1) legible electronic version of the complete application (in color where applicable) via the ADOH *Rental Development Portal* which may be found at the following location on ADOH's website:

   https://housing.az.gov/portals/document-upload-portals/rental-development-upload-portal

The electronic copy must be organized to correspond to the tabs listed in the application. Each tab shall be one (1) separate document in PDF format and named as follows: "Project name - Tab #". Tabs with large documents should be bookmarked or in a PDF binder to clearly show each exhibit required in the tab.

2. Evidence of the electronic submittal in the form of an e-mail receipt issued by ADOH which follows a successful upload along with a hard copy of:

    a. Market study;

    b. Appraisal;

    c. Capital Needs Assessment (if rehabilitation included in project);

    d. Environmental and inspection reports;

    e. Contracts and legal documents exceeding ten (10) pages. (i.e. purchase and sale contract, partnership agreement that each exceed ten (10) pages)/

    Hard copy application materials must be in eight and one-half by eleven (8 ½ x 11) format, placed in one (1) adequate sized three (3) ring binder, indexed and tabbed.

Each application must comply with the format and content of this NOFA and accompanying documents and exhibits. ADOH may reject any application or application information that does not conform to the requirements of this NOFA. ADOH retains the sole discretion in determining and interpreting whether an application or project meets state law, federal law, or the NOFA criteria, terms, conditions, or definitions. The application package and any subsequent revisions or clarifications, if approved for funding, will become part of the agreement with the Department.

## Application Deadline

Applications (both electronic upload and hard copy components) must be received by the Department no later than 4:00 p.m. on May 25, 2018. Applications uploaded and/or delivered after 4:00 p.m. on the deadline date will not be accepted. **FACSIMILE AND E-MAIL SUBMISSIONS WILL NOT BE ACCEPTED. APPLICANTS WHO FAIL TO DELIVER BOTH THE ELECTRONIC AND HARD COPY PORTIONS OF THE APPLICATION TO ADOH'S OFFICE BY THE APPLICATION DEADLINE WILL BE DISQUALIFIED FROM PARTICIPATION IN THIS NOFA.**

The hard copy portion of the application must be delivered to:

Arizona Department of Housing
Attn: Permanent Supportive Housing NOFA
1110 West Washington Street, Suite 280
Phoenix, AZ 85007