



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: February 6, 2024

or Procurement Director Award:

* = Mandatory, information must be provided

***Contractor/Vendor Name/Grantor (DBA):**

Arizona Department of Housing

***Project Title/Description:**

SFY2024 Homeless Shelter and Services Fund

***Purpose:**

As part of the Emergency Eviction Legal Services (EELS) program, Community & Workforce Development (CWD) provides noncongregate bridge housing to families and other high-need individuals who have become homeless due to eviction. Housing is provided at The Craycroft (formerly Knights Inn), which is owned by the City of Tucson and operated by the EELS program under an Intergovernmental Agreement with the City (CT-CR-24-046). This new grant funding of \$3,513,944 would fund: (1) construction of a new entryway, including fence and gate, to improve security, ingress/egress, and aesthetics at the property; (2) housing stabilization and case management to assist clients moving on from the shelter; (3) food; (4) hotel/motel vouchers for additional Homeless Services clients; and (5) operating payments to the City of Tucson through Fiscal Year 2025-26.

As stated in the Award Letter, a Funding Agreement with ADOH will need to be finalized. To date, staff have not received a draft of that agreement. In order to ensure timely provision of services, the requested approval of this grant includes requested delegation of authority to the Chair of the Board of Supervisors to execute the Funding Agreement when finalized and approved by Grants Management & Innovation and the Pima County Attorney's Office.

***Procurement Method:**

Not applicable.

***Program Goals/Predicted Outcomes:**

Individuals and families who have become homeless due to eviction will receive temporary housing in a secure and welcoming environment, case management, rehousing assistance, and supportive services toward the desired outcome of exiting to positive housing destinations and increased workforce participation.

***Public Benefit:**

A reduction in unsheltered homelessness and increased workforce participation benefits program participants and the community as a whole.

***Metrics Available to Measure Performance:**

The primary performance metric is exits to positive housing destinations. Additionally, detailed demographic and other information is collected on program participants in the Homeless Management Information System.

***Retroactive:**

Yes, to January 1, 2024. CWD received notice of the award on January 2, 2024. The first available Board of Supervisors meeting is February 6, 2024. If not approved, recently evicted families and other high-need tenants served by Pima County's EELS program will not receive shelter, case management, and supportive services through Fiscal Year 2026.

6MTI approv's
1/19/2024
RW

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: Department Code: Contract Number (i.e., 15-123):
Commencement Date: Termination Date: Prior Contract Number (Synergen/CMS):
Expense Amount \$ Revenue Amount: \$

*Funding Source(s) required:

Funding from General Fund? Yes No If Yes \$ %

Contract is fully or partially funded with Federal Funds? Yes No

If Yes, is the Contract to a vendor or subrecipient?

Were insurance or indemnity clauses modified? Yes No
If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: Department Code: Contract Number (i.e., 15-123):
Amendment No.: AMS Version No.:
Commencement Date: New Termination Date:
Prior Contract No. (Synergen/CMS):

Expense Revenue Increase Decrease
Amount This Amendment: \$

Is there revenue included? Yes No If Yes \$

*Funding Source(s) required:

Funding from General Fund? Yes No If Yes \$ %

Grant/Amendment Information (for grants acceptance and awards)

Award Amendment

Document Type: GTAW Department Code: CR Grant Number (i.e., 15-123): 24-097
Commencement Date: 1/1/2024 Termination Date: 6/30/2026 Amendment Number:
Match Amount: \$ Revenue Amount: \$ 3,513,944

*All Funding Source(s) required: Arizona Department of Housing Homeless Shelter and Services Fund

*Match funding from General Fund? Yes No If Yes \$ %

*Match funding from other sources? Yes No If Yes \$ %

*Funding Source:

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?
N/A

Contact: Andy Flagg, Deputy Director

Department: Community & Workforce Development

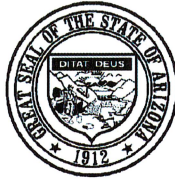
Telephone: 724-8508

Department Director Signature: Date: 1/16/2024

Deputy County Administrator Signature: Date: 1/9/2024

County Administrator Signature: Date: 1/10/2024

KATIE HOBBS
Governor



JOAN SERVISS
Cabinet Executive Officer
Executive Deputy Director

**STATE OF ARIZONA
DEPARTMENT OF HOUSING**

1110 W. Washington, Suite 280, Phoenix, AZ 85007
(602) 771-1000 • www.azhousing.gov

January 2, 2024

VIA E-MAIL

Daniel Sullivan
Director
Pima County Community and Workforce Development
daniel.sullivan@pima.gov

RE: SFY 2024 Homeless Shelter and Services Fund
Notice of Funding Availability/Competition

Dear Daniel Sullivan:

Congratulations! The Arizona Department of Housing ("ADOH") has reserved funds in the amount of \$3,513,944 for Pima County Community and Workforce Development's request for funding for Emergency Housing to address unsheltered homelessness in Arizona. This was a competitive process and ADOH received over one hundred applications totaling over \$270 million for the \$40 million in funds available.

A contract specialist will be in contact with you in the next three weeks to finalize a Funding Agreement with ADOH including a finalized budget and other program reporting and requirements. If you have any questions or concerns, please contact the Special Needs Program Administrator, David Bridge (602) 771-1085 or by e-mail at david.bridge@azhousing.gov

Sincerely,

A handwritten signature in blue ink that reads "Keon Montgomery".

Keon Montgomery
Assistant Deputy Director
Housing and Community Development

cc: David Bridge, ADOH
Connie Howell, ADOH

1. Entity Information

- a. Organization name: **Pima County**, a political subdivision of the State of Arizona
- b. Organization type: **Government Entity**
- c. Contact person: **Daniel Sullivan**, Director, Community & Workforce Development
- d. Contact information:
2797 E. Ajo Way, 3rd Floor
Tucson, AZ 85713
(520) 724-7309
daniel.sullivan@pima.gov

2. Proposed Program

- a. Program name: **Emergency Housing**
- b. Amount requested: **\$3,513,943.77**

3. Description of Program

The Emergency Eviction Legal Services (EELS) Emergency Housing program is housed within Pima County's Community & Workforce Development department (CWD). The EELS program piloted the use of navigators in eviction court, who work with litigants and court stakeholders to inform about the process and assist with preventing avoidable evictions and preventing homelessness when eviction is unavoidable. Navigation services are provided by staff trained in Trauma-Informed Care and also trained specifically on the eviction process. In January 2022, EELS began providing low-barrier, noncongregate emergency housing to qualifying households who become homeless due to eviction.

Unsheltered Population Characteristics: Participants in the EELS Emergency Housing program are literally homeless (HUD Category 1), at imminent risk of homelessness (HUD Category 2), or fleeing domestic violence (HUD Category 4). Most participants in the EELS Emergency Housing program are recently evicted families or individuals who enter the program homeless due to the eviction process and who, for reasons related to familial status, health, age, or other compromising circumstances, are not good candidates for traditional congregate shelters.

Geographic Area Served: All of Pima County. Approximately 75-80% of participants most recently resided in the City of Tucson.

Activities/Services to be Delivered: Participants stay in a low-barrier, non-congregate shelter that is a former hotel owned by the City of Tucson and operated by Pima County in partnership with the City of Tucson under an Intergovernmental Agreement (IGA). (Attachment A.) Participants also receive food, rehousing assistance, and other supportive services. Participants receive on-site case management, including weekly case-management appointments with program staff, assistance collecting documents necessary for eligibility, and navigation to other programs. Staff directly refer participants to programs for which they might be eligible, including cash benefits and job assistance, many of which are housed right within CWD. On-site healthcare services are available once a week through El Rio Health, and Tucson Unified School District staff provide on-site consultation to facilitate school attendance for school-aged children in the program. Staff are planning to begin providing on-site workshops, including employability-skills training, in the coming year.

New Service, Expansion, or Continuing Program: This is a continuing program, which began operation in January 2022 and moved to its current location in October 2023. This funding would ensure continued operation through June 30, 2026, and expand services by providing funding for rehousing support and long-term case management to bridge participants to permanent housing.

The requested capital funding would provide for reconfiguration of the entry and installation of fencing and gates. These improvements would provide security for participants, program staff, and the building and site, while providing safe ingress and egress to and from the property.

Service Methodology: The Emergency Housing program utilizes a low-barrier, housing-first model, and services are provided with heart and urgency. Participants are not refused service because of familial status, substance use (although it is prohibited on-site), LGBTQ+ identity, etc. All staff are trained in Trauma-Informed Care and also trained specifically on the eviction process. Most participants in the Emergency Housing program are recently evicted families, seniors, or other individuals who enter the program through the eviction process. Program staff have extensive experience in shelter operations and include staff who have lived experience with homelessness.

Pima County operates equal opportunity programs with a deep commitment to accessibility, responsiveness, and equity. CWD's participants represent a broad and diverse population, and a majority are low income. Front desk, intake, outreach, navigation, and program teams, including the Emergency Housing team, include staff who are bilingual in English and Spanish.

Existing and Continuing Partnerships/Funding Sources:

- City of Tucson: The City of Tucson owns the facility primarily used for the program and Pima County operates it in partnership with the City of Tucson under an IGA (Attachment A). ***The City's acquisition of the facility was funded partly through HOME Consortium funds and partly through a previous award of ADOH HSSF funds.***
- Pima County Constables: Constables tasked with evicting tenants have access to a dedicated Navigator/Social Worker who works for the EELS team. Tenants who are in need of additional services are referred to EELS directly by the Constables. The Navigator/Social Worker can then directly place eligible tenants in the Emergency Housing program. ***The Constable Navigator/Social Worker is funded through the Pima County General Fund and is included in the annual CWD budget.***
- Pima County Consolidated Justice Court: EELS has partnered with the court to place Navigators in court to assist litigants and navigate them to available EELS services. Tenants who are believed to face imminent eviction can be connected directly with the Navigator/Social Worker for potential placement in the Emergency Housing program. ***The EELS Court Navigation staff and related costs are funded through an allocation of American Rescue Plan Act Coronavirus State & Local Recovery Funds, which is expected to last through Fiscal Year 2023-24. Additional funding is being sought to continue these services.***
- El Rio Health: El Rio Health provides on-site healthcare services to participants weekly. ***El Rio's services are part of its core services and provided without cost to Pima County.***
- Tucson Unified School District: Staff provide on-site consultation to facilitate school attendance and transportation for school-aged children in the program. ***TUSD's services are part of its core services and provided without cost to Pima County.***
- Compass Affordable Housing, Inc.: Compass has processed requests for rehousing assistance, previously using Emergency Rental Assistance funding, to provide move-on assistance to households exiting to permanent housing. ***Rehousing support has been provided using Emergency Rental Assistance (ERA) funding, which is nearly exhausted.***

Future Partnerships

- If additional funding is awarded, Pima County proposes to continue its partnership with Compass to provide rehousing assistance and supportive services. Pima County has partnered with Compass for many years to administer both HUD-funded and other programming providing rapid rehousing and supportive services to reduce and prevent homelessness. Compass was a natural partner to provide ERA rehousing, which helped rehouse over 250 households in fiscal year 2022-23. That assistance has been critical to bridging participants to positive housing destinations. Compass would provide rehousing

assistance and long-term case management for participants exiting the Emergency Housing program.

Capital Documentation: Site control is demonstrated through the IGA (Attachment A). The property is zoned C-1/C-2 (Attachment B) and currently occupied and operated as a low-barrier, non-congregate shelter. Zoning and building approvals for the capital improvements will be obtained at the time of permitting. Permits will be applied for after funding is awarded. Construction timeline depends on funding, but tentatively:

- Permitting: 60-90 days from funding availability
- Construction completion: 12-18 months from permit approval

Anticipated Project Activity Start and End Date:

Project Activity	Start	End
Emergency Housing Operating Costs & Food	1/1/2024	6/30/2026
Capital – Installation of Gate/Fence	4/1/2024	9/30/2025
Emergency Housing Hotel Vouchers	1/1/2024	6/30/2026
Emergency Housing Move-On Assistance	3/1/2024	6/30/2026

Performance Metrics: The primary performance metric is exits to positive housing destination. Over the life of the program, approximately 85% of participant households have exited to positive destinations. This and a variety of other data about participants are stored in the Homeless Management Information System (HMIS). Participants enrolled in workforce programming will be case managed and tracked via the Participant Tracking System and Arizona Job Connection. Increases in income, measurable skills gains, and other job-related metrics can be reported from those systems.

Budget Details: Please see attached one-page budget template. Additionally, copies of construction plans and narrative are attached as Attachments C and D. The timing of expenditures is estimated and may vary.

Agency Capacity: In January 2022, CWD took the experience, expertise and best practices of participant-centered crisis response and intentionally braided key components with the direct operation of the Emergency Housing program, which provides an additional intervention on the eviction continuum to reduce homelessness caused by eviction. CWD’s Emergency Housing team provide triage and diversion services directly and in partnership with supportive-services providers, providing on-site case management using program staff.

Program staff have a combined 34.5 years’ experience in shelter operations, including staff with lived experience. Four staff provide on-site coverage and case management seven days a week, twelve hours a day. On-site security provides after-hours coverage, so there is always a presence on site.

CWD has demonstrated capacity to provide comprehensive, participant-centered service. The department provides a wide variety of human-services programming, going well beyond just Housing and Urban Development Continuum of Care programs or even housing programs. CWD operates the local area’s One-Stop (ARIZONA@WORK Job Center) for employment assistance, which houses not just CWD workforce programming but also co-located staff from the Arizona Department of Economic Security and other partner agencies. CWD’s Community Assistance Division provides rent and utility assistance and other emergency services. Through its innovative Pima Early Education Program Scholarships (PEEPS) program, CWD provides high-quality, free early-childhood education for eligible children who are 3, 4, or 5, at 170 sites across Pima County. CWD also administers Community Development Block Grants, Outside Agency Funding, Home Repair and Weatherization, and a variety of other programs. Participants in Emergency Housing are co-enrolled in other CWD programs for which they are eligible, and are referred to non-CWD services when appropriate. Although CWD does not provide health care, the EELS Emergency Housing

program has a no-cost relationship with El Rio Health, which provides on-site healthcare services once a week.

Building maintenance and repair is provided by the City of Tucson, which itself is a successful operator of two low-barrier shelters that currently house over 175 people. Equipment and supplies are purchased through existing Pima County vendors or, when no existing vendor is available, through small-purchase authority.

Agency Experience: For over 30 years, CWD has been a trusted community partner in serving persons experiencing homelessness and has a division devoted to Homeless Services. CWD has experience successfully administering homeless services programs and funding sources with varying eligibility requirements and has extensive experience ensuring that participants meet eligibility criteria.

Since 2015, CWD has served as Homeless Management Information System (HMIS) lead for the Tucson/Pima Continuum of Care (CoC) and played a leading role in the local implementation of a Coordinated Entry protocol for homeless individuals and households to access services through a No-Wrong-Door approach utilizing a standard, evidence-based assessment. CWD staff hold leadership positions on the CoC Board and committees. Today, Pima County's HMIS and Coordinated Entry systems encompass Continuum of Care, Emergency Solutions Grant, Community Development Block Grant, and Runaway and Homeless Youth projects, as well as a variety of programs funded through federal, state/local agencies and private philanthropies. Pima County HMIS then refers applicants by HUD priority order to the first appropriate housing opening, provides updates to by-name lists, and participates in bi-weekly case conferencing. All staff participate in routine HMIS training and have experience administering the VI-SPDAT assessment.

Additionally, CWD has a strong partnership with the City of Tucson Housing and Community Development (HCD) staff to ensure efficient service delivery without duplication of efforts. The City of Tucson and Pima County jointly employ a Multi-Agency Resource Coordinator, who among other duties facilitates a steering committee composed of County and City leaders to develop and implement a strategic blueprint to address homelessness in this community. HCD and CWD staff have collaborated to ensure that this application is complementary to HCD's programming and applications submitted are nonduplicative.

Compass Affordable Housing, which will provide rehousing services and case management, is an established non-profit organization that actively addresses the lack of low-cost housing, the economic consequences of poverty and the need for services for homeless and low-income households, including those with special needs. It currently operates successful Rapid Rehousing programs in Tucson and Pima County, in addition to successfully partnering with Pima County to provide rehousing assistance specifically for Emergency Housing participants using Emergency Rental Assistance funding. In addition to providing financial assistance, Compass case managers work with participants to prepare service plans with short and long-term goals and provide long-term case management (four to six months), assistance obtaining cash benefits, housing search and housing financial assistance, household set-up assistance, transportation assistance, advocacy on behalf of the family, follow-up, and other support services to help insure long-term stability.

Finally, CWD staff have extensive experience and strong relationships with additional partner agencies who offer other programming options accessible to participants.

Sustainability: CWD has a staff of over 250 (County and agency staff) and an annual budget of over \$60 million. It has leveraged multiple grant sources to fund the Emergency Housing program, including American Rescue Plan Act Coronavirus State & Local Fiscal Recovery funds, Emergency Rental Assistance funds, Arizona Department of Economic Security Emergency Solutions Grant funding, and grant funding through the Arizona Housing Coalition. As the recipient of annual formula and discretionary grants for a wide variety of programming, long term CWD proposes to continue to leverage multiple eligible funding sources to continue operation of the program. CWD has the option to renew its IGA with the City of Tucson for up to nine additional years, providing for a fiscally prudent, long-term facility option to continue the program.



Arizona Department *of* Housing

Homeless Shelter and Services Funds (HSSF)

2023-2024 Notice of Funding Availability

Date Issued: October 31, 2023

1110 West Washington Street, Suite 280 | Phoenix, AZ 85007

Telephone: (602) 771-1000 | Facsimile: (602) 771-1002 | TTY: (602) 771-1001



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I. Introduction

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

1.1 Funding Availability

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

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

II. Application

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

Proposed Scoring (Out of 100 total points)

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

2.1 Eligible Projects and Other Requirements

A. Eligible Applicants

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

B. Eligible Activities and Maximum Proposed Award

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

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

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

C. Proposed Project Timeframe

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

D. Homeless Management Information System (HMIS)

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

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

E. Outcome and Performance Measures

Awarded applicants are required to report quarterly the:

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

2.2 Proposal Information

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

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

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

III. Proposal Timeline, Funding and Notice of Award

3.1 Proposal Process Timeline

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

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

3.2 Funding Distribution

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

3.3 Selection Notification

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

IV. Proposal Submittal

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

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

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

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

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