



**Arizona Department of Housing
Arizona Balance of State Continuum of Care
Local Coalition/Continuum to End Homelessness
2023 Proposal for Lead Agency Operation
January 2023**

Please return this and the budget proposal to Cristina and David by **January 13, 2023**.

Cristina Benitez: cristina.benitez@azhousing.gov

David Bridge: david.bridge@azhousing.gov

Please submit budget in the excel format. You will notice that you can request an advance on the Q1 payment if that will facilitate implementation of LCEH support and enhance operations. The narrative can be submitted in Word or as a PDF. We realize this is a short turnaround—but ADOH is focused on getting the contracts executed so that funds can start being used for LCEH operations. Once your application is received, Cristina Benitez will set up a meeting to review the proposal and finalize a scope of work.

Note: Some LCEHs have already submitted materials to ADOH. If that is the case, please do not complete this form again and Cristina and/or David will be in contact to gather additional narrative information needed to evaluate and prepare a scope of work.

Date of Submittal	January 12, 2023
LCEH Name	Pinal Coalition to End Homelessness
County(ies) Covered	Pinal
Contact Person	Heather Patel
Contact Phone Number/EMAIL	Heather.Patel@pinal.gov 520-866-6422

Available funding is intended to enhance or build LCEH capacity and functions. In responding to the following questions please describe how the LCEH Lead Agency going to take to establish or enhance LCEH outcomes related to the key activities outlined in Appendix I that will contribute to the end of homelessness in the communities in the LCEH geographic area.

A. NARRATIVE RESPONSES

1. **Provide a brief summary of the current LCEH issues to be addressed including current LCEH activity levels (ex: the number of active members, committees, number of meetings), service outcomes (ex: names on by name list, outreach activities, housing placement rates and times), or other issues the LCEH would like to address with these.**

The Pinal County Coalition to End Homelessness (PCCEH) currently has 109 members within 28 member agencies. The PCCEH meets every other month virtually, with one meeting per year in person. Current PCCEH Committees include the Executive Committee, HMIS/Case Conferencing/Coordinated Entry Committee, Strategic Planning Committee, PIT Committee, Membership Committee, and Social Justice/Racial Equity Committee.

The PCCEH would like to address the following issues with the capacity funding:

- I. Decrease the average length of time homeless:

There are currently 119 individuals on the PCCEH By Name List (BNL), with 59 (50%) of those individuals on a wait list with the service provider they were referred to.

Referrals to housing providers are being made as soon as clients are added to the BNL. Clients are then remaining on the BNL for extended periods of time while locating and securing housing that will accept housing vouchers or will participate in subsidized rental housing programs, such as ESG or RRH. Due to the limited capacity of our current housing providers, housing search and placement assistance for clients is limited, and clients are left to try and locate and secure housing in a competitive and expensive rental housing market. Many of the clients on the BNL have access to housing vouchers or have been accepted into RRH programs, but are unable to find affordable rental units.

- II. Decrease the number of individuals on the PCCEH BNL through diversion and rapid identification of housing resources and programs:

Some individuals seeking housing assistance have income and can afford to pay their rent, but need financial assistance with lease up expenses or moving costs, or may need other financial assistance such as transportation or vehicle repair, or have outstanding past due utility bills that prevent them from moving into permanent housing.

2. **Briefly describe the proposed use(s) of funding in the LCEH and how this use(s) supports one or more of the goals identified in Appendix I and the issues identified in Question 1.**

PCCEH proposes to use its capacity funds to contract with one or more community based service providers to provide BNL Case Management services and Housing Location services as follows:

- I. **BNL Case Management services** to individuals experiencing homelessness throughout Pinal County. BNL Case Management services shall include:

- A. Outreach Services:

To ensure that every homeless individual in Pinal County is receiving the same opportunity to receive housing services, the BNL Case Management team shall:

- o Perform weekly outreach services to rotating sections/sectors of Pinal County to identify homeless individuals encamped in urban areas and those who are not located in populous areas.

- Assist in developing and leading an Outreach Committee within the Pinal County LCEH, to ensure that underserved populations and veterans are engaged.
- Maintain a telephone hotline to enable the various law enforcement agencies in Pinal County to report homeless encampments and will respond to each encampment within seven (7) business days.
- BNL case managers will complete VI-SPDAT's (or equivalent acuity housing assessments) for all newly identified homeless individuals encountered.

B. Case Management Services:

With the understanding that individuals experiencing homelessness are in need of case management and may need assistance with connecting to local resources, the BNL Case Management team shall provide the following case management services:

- Submit referrals to local resources for behavioral health services, medical treatment, employment/vocational services.
- Assist individuals on the BNL in obtaining documentation they will need for housing, as they are elevated toward the top of the BNL.
- Accompany individuals to Housing Intake appointments, assist them in locating housing, submitting needed documents to the housing provider, and attending lease signings.

C. Diversion:

The BNL Case Management team shall provide diversion services for newly homeless individuals to prevent them from entering the homeless system, and rapidly get them rehoused. This will include:

- Assisting with mediation between the recently homeless individual and natural supports to assist the individual to either return to previous housing situation or find alternative housing options.
- With funds from Pinal County, assist in removing financial barriers preventing the individual from being housed such as car repairs, transportation, bus tickets to out-of-town relatives, etc.

BNL Case Management supports the following goals identified in Appendix I:

2. Address Service Supports/Gap Filling:

(b) Dedicated Service Navigator/Case Manager to support BNL Members (ex: Dedicated trained service provider/case manager/peer to assist persons on BNL to housing placement and ensure transition)

4. Fill Service Gaps:

(b) Provide local flexible funding to community agencies for diversion, move in, barrier reduction, travel assistance to meet participant needs to achieve housing and/or end their homelessness.

And addresses both of the issues identified in Question 1.

- II. A Housing Locator** who actively seeks out rental units, establish relationships with landlords, manages a landlord incentive program, and is qualified to conduct HQS inspections. This person would create a bank of housing units accessible to Coalition members.

Housing Location services support the following goals identified in Appendix I:

2. Address Service Supports/Gap Filling:

(c) Housing Locator/LL relations (ex: Dedicated staff to identify affordable housing in community, recruit landlords and work with landlords to continue serving target populations)

4. Fill Service Gaps:

(c) Provide funding locally for landlord damages to increase retention in program (with commitment to accept additional placements)

And addresses both of the issues identified in Question 1.

3. How will the LCEH demonstrate success with these funds? What deliverables or reporting can be provided to show improved capacity or functionality related to LCEHs goals? (Ex: increase in housing placement rate, increased coordinated entry access, increase in LCEH participation and collaboration).

In 2021, the average length of time homeless for an individual in Pinal County was 39 days. By the fourth quarter of 2022, this average has increased to 109 days. This increase indicates individuals are not self-resolving or exiting to permanent housing from the BNL as quickly as the system wide average of 86 days. The PCCEH will measure success of the capacity building funded activities in two ways:

1. A decrease in the number of individuals on the BNL, currently 119.
2. A reduction in the average length of time homeless, from 109 days to the system wide average of 86 days.

B. 2023 LCEH Lead Agency Budget Proposal TemplateBUDGET TEMPLATE

Please complete the attached budget template. The total request should not exceed funding proposed by ADOH for the LCEH (See Appendix II for Initial Allocations by LCEH). If additional funds above the ADOH proposed amount, please describe in budget template under the appropriate expenses.

Additional Information for 2023:

- Quarterly reports will be required and due the 20th of the month following the quarter—e.g. April 20th, July 20th,
- Quarterly report must include the RFP in the excel format.
- The annual LCEH profile will be due by **February 28, 2023 or within 15 days of contract execution whichever comes first..**
- The annual LCEH CE assessment will continue to be required.
- An update to the LCEH Action Plan (that was completed for the 2022 Special NOFO) will be required to be completed by **September 30, 2023.**
- The quarterly report format will be updated to reflect current LCEH requirements.
- LCEH Lead Agency Planning contracts will be monitored.
- Budget documentation will be required on a quarterly basis that aligns to the budget submitted.
- Payment will be made in four installments.
 - The first installment may be split between an advance that will be provided at the time of contract execution.
 - The fourth installment will be adjusted, if needed, depending on the actual expenditures that were documented quarterly.

APPENDIX I: Key LCEH Goals and Activities

1) Support LCEH coordination of program activities:

- a) LCEH Meeting/Activity Coordination (ex: plan and staff meetings, recruit stakeholders, prepare reports)
- b) Coordinated Entry Staffing (ex: Dedicated staff to update and prepare BNL, convene providers, manage prioritization processes and referrals)
- c) Data Coordination/Management and Reporting
- d) Support PIT count efforts (ex: focus groups of persons with lived experience, youth or other undercounted populations to identify better PIT and engagement strategies)
- e) Attend and represent LCEH in statewide AZBOSCOC activities, committees and LCEH coordination.
- f) Support local planning and support ADOH in completing annual HUD CoC NOFO processes.

2) Address Service Supports/Gap Filling

- a) Expand or establish Outreach or Access point coordination (ex: Dedicated outreach worker or access point staffing to ensure hours or coverage)
- b) Dedicated Service Navigator/Case Manager to support BNL Members (ex: Dedicated trained service provider/case manager/peer to assist persons on BNL to housing placement and ensure transition)
- c) Housing Locator/LL relations (ex: Dedicated staff to identify affordable housing in community, recruit landlords and work with landlords to continue serving target populations)
- d) Provide dedicated service staff to coordinate with other systems of care for prerelease planning, service coordination or service follow through)

3) Provide LCEH Logistical Support

- a) Plans to identify persons with lived experience to participate in LCEH activities and process to provide consultant stipends to those individuals as appropriate.
- b) Coordinate training for LCEH members (e.g. Distribute links to webinars, use local resources and offer training on relevant topics, coordinate with other local agencies to provide access to training opportunities.

4) Fill Service Gaps

- a) Develop a process to offer Shelter Vouchers (if no shelter available in LCEH geographic area)
- b) Provide local flexible funding to community agencies for diversion, move in, barrier reduction, travel assistance to meet participant needs to achieve housing and/or end their homelessness.
- c) Provide funding locally for landlord damages to increase retention in program (with commitment to accept additional placements)

- d) Other strategies in the LCEH strategic action plan to achieve local goals. Please describe.

APPENDIX II: Initial ADOH Allocations by LCEH

LCEH	COC PLANNING	PROPOSED CAPACITY FUNDS	TOTAL
Apache/Navajo	\$14,000.00	\$ 160,000.00	\$174,000.00
Coconino	\$ 7,000.00	\$ 120,000.00	\$127,000.00
Gila	\$ 7,000.00	\$ 120,000.00	\$127,000.00
Graham/Greenlee	\$ 7,000.00	\$ 80,000.00	\$ 87,000.00
La Paz	\$ 7,000.00	\$ 120,000.00	\$127,000.00
Mohave	\$ 7,000.00	\$ 120,000.00	\$127,000.00
Pinal	\$ 7,000.00	\$ 120,000.00	\$127,000.00
Cochise/Santa Cruz	\$14,000.00	\$ 160,000.00	\$174,000.00
Yavapai	\$ 7,000.00	\$ 120,000.00	\$127,000.00
Yuma	\$ 7,000.00	\$ 120,000.00	\$127,000.00

Name of LCEH Lead Agency	Pinal County Coalition to End Homelessness
County(ies) Covered	Pinal County
Date Created	1/12/2023
Contact Person	Heather Patel

Annual Amount Requested (Total Amount For 12 months)	\$120,000
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Note: Payments for activities under the LCEH Lead Agency Planning Contract will continue to be paid quarterly at a flat rate. Back up detail will be required with reconciliation taking place prior to the 4th quarter payment

Advance amount requested:	\$18,000
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Note: An LCEH Lead Agency can request up to 60% of the first quarterly payment to be paid at the time of contract execution to facilitate start up for any new staff, subcontracts or activities. The remaining of the 1st quarter payment will be paid when the quarterly report and RFP is submitted by April 20, 2023.

A. Personnel and ERE/Fringe Benefits

Provide information about the positions for which you are requesting funding for to provide activities to support the LCEH. In the justification section, explain how each position supports the activities that the LCEH Lead Agency proposed in the application narrative (the word template)

Position	Annual Salary Rate	Level of Effort (% of FTE)	Amount for ERE/Fringe Benefits	Requested Cost (Salary Rate X Level of Effort)
BNL Case Manager	35,000	1	6,000	41,000
Housing Locator	35,000	1	6,000	41,000
Total				82,000

JUSTIFICATION: Briefly describe the need, roles and responsibilities of each position and how they will support LCEH activities and responsibilities in the field below.

BNL Case Manager will perform outreach services to rotating sections/sectors of Pinal County to identify homeless individuals encamped in urban areas and those who are not located in populous areas. This position will assist in developing and leading an Outreach Committee within the Pinal County Coalition to End Homelessness to ensure that underserved populations and veterans are engaged. This position will maintain a telephone hotline to enable the various law enforcement agencies in Pinal County to report homeless encampments and will respond to each envampment within seven buisness days. This position will complete housing assessments for all newly identified homeless individuals encountered and enroll them in the HMIS Coordinated Entry System (BNL); submit referrals to local resources for behavioral health services, medical treatment, employment/vocational services; assist individuals on the BNL with obtaining documentation necessary for housing; accompany individuals to housing intake appointments and attend lease signings. The BNL Casa Manager will also provide diversion services in the form assistance to connect recently homeless individuals to natural supports, and utilize the Pinal County Diversion Fund to remove financial barriers preventing the individual from being housed, such as car repairs, transportation, bus tickets out of tow, etc. The Housing Locator position will work in coordination with the BNL Case Manager to assist individuals on the BNL or who have been accepted into housing programs to locate housing. This position will work within the various communities of Pinal County to identify available and affordable rental units and engage with landlords to create a bank of housing units accessible to all Pinal County Coalition to

B. Travel

*At this time, the maximum 2022 mileage reimbursement AZ state rate is \$.62.5. Estimate the number of miles that will be driven each month in the item column. Multiply that number by the rate above or your agency rate to calculate the cost. Per Diem and lodging for in person LCEH Meetings in Phoenix or other designated location has been estimated already. If you think you will need addition per diem and additional lodging not related to LCEH meetings use the additional rows provided **This template has 2022 rates in it as an example-- they will need to be updated for 2023. Note: It is anticipated that two LCEH meeting will be held in person in 2023 (This is inclusive of the annual AZBOSCOC similar to the one held in December 2022. Budget for attending these two in person meetings)***

Purpose of Travel		Item	Rate	Cost
mileage				
Per Diem (food and incidentals)				
Attend LCEH meetings				
Other Per Diem not related to attending LCEH meetings				
Other lodging not related to LCEH meeting				
Other: mileage for BNL Case Manager		2,400 miles per year	0.625	\$1,500.00
Other: mileage for Housing Locator		2,400 miles per year	0.625	\$1,500.00
			Total	\$3,000.00

JUSTIFICATION--*Provide a brief narrative in the field below about what the purpose of the travel is (e.g. attend LCEH meetings, attend case conferencing, meet with new members/partners) etc.*

Travel mileage reimbursement will be paid to the BNL Case Manager for street outreach activities, attending PCCEH meetings, meeting with program participants and/or partner agencies, and other activities necessary to perform the duties of the position. Travel mileage reimbursement will be paid to the Housing Locator for landlord engagement and recruitment activities, attending PCCEH meetings, meeting with program participants and/or partner agencies, and other activities necessary to perform the duties of the position.

C. Equipment-*an article of tangible, nonexpendable, agency property having a useful life of more than one year. Funds can be requested for computers, cell phones, printers. List each type of equipment separately. **Equipment request cannot exceed 5% of total request.** Vehicles or items that require depreciation may not be requested.*

Item(s)	Item Cost	# of Items requested	Cost
		Total	

JUSTIFICATION-*Provide justification for each item requested in the field below.*

Narrative Here

D. Supplies and Copying--Materials that often having one time use such as office supplies, meeting supplies, etc. Include the cost of copying in this section. *Costs can be calculated by item cost or by a flat rate X FTE requested. *

Item(s)	Rate	Supplies can be calculated by item cost or a per month cost	Cost
Office Supplies per employee (either monthly or annual rate)			
Meeting costs per meeting			
Estimated # of copies per month or for the year			
Incentives for PIT Count			
Items to promote LCEH at community events or other activities			
Other: Promotion material/supplies to be used by Housing Locator		Print materials	\$2,000.00
Other:			
		Total	\$2,000.00

JUSTIFICATION--Provide justification for overall supplies requested in the field below.

Print materials will be districuted to landlords regarding the landlord incentive program. Similarly, print materials will be produced for street outreach including business cards, and flyers/information on services and referrals.

E. Contract--*A contractual agreement to carry out a portion of the LCEH effort In some cases, an LCEH must might want to subcontract for LCEH support based on a hourly or monthly rate. This is allowable if a subcontract is formally executed outlining a scope of work and deliverables related to the work and activities to be provided.*

Name	Service	Rate	Other	Cost
			Total	

JUSTIFICATION--*Provide a justification about the decision to contract rather than hire employment if applicable in the field below. Provide detail about the scope of work. A copy of the subcontract will be required to be provided to ADOH.*

Narrative Here

F. Operating--*Funds can be requested for operating costs in proportion to the FTE. As an example--funds for occupancy can be requested if office space is provided to an FTE who supports the LCEH in proportion to their time spent. The same is true for utilities, cell phone monthly costs, etc.*

Item(s)	Rate	Cost
Cell Phone Plan (Provide monthly rate)		
Occupancy--figured by FTE if applicable		
Other: Pinal County Diversion Fund		\$15,000.00
Other: Pinal County Landlord Incentive Fund		\$18,000.00
	Total	\$33,000.00

JUSTIFICATION--*Provide a justification for each operating item requested in the field below.*

Diversion funds will be used for financial assistance to recently homeless individuals to prevent them from entering the homeless system, and rapidly get them rehoused. This will include removing financial barriers preventing the individual from being housed such as car repairs, transportation, bus tickets to out of town relatives, etc.. Landlord incentive funds will be used to pay for signing bonuses and damage relief and vacancy loss protection for landlords for the purpose of increasing the supply of affordable rental units available for individuals working with the PCCEH partner agencies to locate and secure housing.

G. Total Direct Cost Request Add totals from sections A to F and place total here

\$120,000.00

H. Administrative Cost

Each LCEH may include 7% administrative costs. Multiply total request (section G) by 7% and put that amount in the field to the right Admin costs for the purpose of this budget are similar to indirect costs--and include items such as payroll costs, overall agency administration, etc.

\$0.00

TOTAL LCEH LEAD AGENCY REQUEST

\$120,000.00