

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

March 18, 2024

Susan Bronson, Planner  
Cochise County  
1415 Melody Lane, Building F  
Bisbee, AZ 85603

RE: FY2024 State Housing Trust Fund  
Cochise County - Owner Occupied Housing Emergency Repair (OOER)  
Response Due By: April 1, 2024

Dear Ms. Bronson:

The Arizona Department of Housing ("ADOH") has made a conditional reservation of State Housing Trust Funds (SHTF) in the amount of \$250,000.00 for the Cochise County OOER program to assist homeowners in Cochise County, Arizona. You may formally accept the terms and conditions by completing the signature block at the bottom of the letter and returning this letter to ADOH by the response due date noted above.

**State Housing Fund (HTF) Financing/Funding Terms**

1. Activity #1 - Administration  
\$25,000.00 in FY 2024 SHTF funds to carry out all required actions to administer activities for the Cochise County OOER project. Actions are to include requisite record keeping, reporting, monitoring and all other actions necessary to ensure compliance with State Housing Trust Fund program requirements as identified in current Arizona Department of Housing handbooks. Funds not utilized for project administration will be moved to project implementation direct costs.
2. Activity #2 – Cochise County OOER Program  
\$225,000.00 in FY 2024 SHTF funds for project implementation direct costs to complete owner occupied housing emergency repair on single family and manufactured housing units for households at or below 80% of the Area Median Income established by HUD. Eligible expenses include: direct construction, lead paint inspection/clearance, asbestos testing/clearance, energy audits, direct implementation program staff salaries, health and safety repairs, temporary relocation expenses, water and waste water improvements, construction equipment rental, construction materials and program supplies.

**Conditions of Reservation of State Housing Trust Fund Funding**

After execution of the Funding documents, the Cochise County OOER program will be required to submit monthly progress reports regarding the project completion status. The Cochise County OOER program will also be required to submit proper back up documentation for all requests for reimbursements or draws of funding including but not limited to such items as materials costs, permit fees, contractor invoices, etc.

Please sign and date your acceptance of the terms and conditions and return no later than April 1, 2024.

To discuss the terms and conditions in this letter, please contact Kathy Blodgett the CD&R Programs Administrator at (602) 771-1021 or by e-mail at: [kathy.blodgett@azhousing.gov](mailto:kathy.blodgett@azhousing.gov).

Sincerely,



Keon Montgomery  
Assistant Deputy Director – Housing & Community Development  
Arizona Department of Housing

Cc: Kathy Blodgett, PCED, CD&R Programs Administrator



Enclosure

**ACCEPTANCE OF RESERVATION OF STATE HOUSING TRUST FUND FUNDING**

**Cochise County OOER Program**

The undersigned authorized signatory for the Cochise County OOER program accepts the reservation of State Housing Trust Fund financing in the amount stated above and subject to the terms and conditions described in this letter.

By: \_\_\_\_\_

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Print Name	Title
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