



The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: RENTAL

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 01-08

ISSUED: January 18, 2008

RE: CHANGE TO FORM 3, SECTION 26 (APPLICANT AFFIDAVIT,
RELEASE AND OATH) OF THE 2008 LOW INCOME HOUSING
TAX CREDIT APPLICATION

Section 26, Applicant Affidavit, Release and Oath, of the 2008 Low Income Housing Tax Credit application is amended to read:

“...In addition, Applicant represents and certifies that this application is being submitted to ADOH in good faith for the purpose of qualifying for tax credits under the 2008 Qualified Allocation Plan.”

Potential applicants *must* use this new version to submit their 2008 applications. The revised application is available on our website: www.housingaz.com. Questions with regard to this change should be directed to Randy Archuleta, Rental Programs Administrator, (602) 771-1031 or randya@housingaz.com.



Arizona Department of Housing

1110 W. Washington, Suite 310

Phoenix, AZ 85007

Telephone (602) 771-1000 Facsimile (602) 771-1002 TDY (602) 771-1001

www.housingaz.com



The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: RENTAL COMPLIANCE

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 02-08 – REVISED

ISSUED: February 11, 2008

RE: CHANGE TO ANNUAL FINANCIAL REPORTING
REQUIREMENTS FOR LIHTC PROJECTS
POSTED ON FEBRUARY 4, 2008,

On February 4, 2008, ADOH issued **Information Bulletin No.02-08** informing tax credit property owners of changes to the annual financial reporting requirements for calendar year 2007. The purpose of this bulletin is to notify tax credit property owners and management agents that those requirements have been revised.

Revised requirement is as follows:

All LIHTC property owners should submit **Audited Financial Statements** to ADOH no later than 90 days after the end of the close of the last fiscal year for the project. Additionally, the requirements for completion of the Audit Review Workbook and Annual Audit Questionnaire have been eliminated. If audited statements will not be submitted along with the remainder of the Annual Report due on March 15th, please provide information on the end of your organization's fiscal year with the submittal. This will allow our Asset Management Division to be informed as to when to expect the audited statements.

A revised LITHC Annual Report Guide has been posted on the **Compliance & Monitoring: Annual Reports** page of our website at www.housingaz.com

Questions with regard to the **financial requirements** should be directed to **ADOH Asset Manager, Marianne Marinucci**, at (602) 771-1094 or Mariannem@housingaz.com

All other questions regarding Tax Credit Annual Reports should be directed to ADOH Compliance Staff.



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Arizona Department of Housing 2008 Information Bulletin

- PROGRAMS:** Low Income Housing Tax Credit (LIHTC) Program
- REGARDING:** Low Income Housing Tax Credit Income and Rent Limits
(Pre 1990 Developments) – Figures are effective as of 2/13/08.
- Low Income Housing Tax Credit Income and Rent Limits
(Post 1989 Developments) – Figures are effective as of 2/13/08.

INFORMATION BULLETIN No.03-08

ISSUED: February 19, 2008

RE: Revised Income and Rent Limits for LIHTC Program

Attached are the revised 2008 rent and income limits for the Low Income Housing Tax Credit (LIHTC) program. These limits are effective as of February 13, 2008. The tables are also available for download at our website, www.housingaz.com.

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ARIZONA LOW INCOME HOUSING TAX CREDIT PROGRAM - IMPUTED INCOMES/ALLOWABLE RENTS

2/14/2008

FOR RENTS BASED ON NUMBER OF PERSONS IN HOUSEHOLD (PRE 1990 Projects)

(All fractions are rounded down.)

(Figures derived from HUD Median Income Charts effective 02/13/08)

*Please note utility allowances must be subtracted from allowable rents.

MSA/County	%	(1 Person)	Rent	(2 Persons)	Rent	(3 Persons)	Rent	(4 Persons)	Rent	(5 Persons)	Rent	(6 Persons)	Rent	(7 Persons)	Rent	(8 Persons)	Rent
Phoenix	60	\$26,940	\$673	\$30,840	\$771	\$34,680	\$867	\$38,520	\$963	\$41,580	\$1,039	\$44,700	\$1,117	\$47,760	\$1,194	\$50,820	\$1,270
(Maricopa/Pinal)	50	\$22,450	\$561	\$25,700	\$642	\$28,900	\$722	\$32,100	\$802	\$34,650	\$866	\$37,250	\$931	\$39,800	\$995	\$42,350	\$1,058
	40	\$17,960	\$449	\$20,560	\$514	\$23,120	\$578	\$25,680	\$642	\$27,720	\$693	\$29,800	\$745	\$31,840	\$796	\$33,880	\$847
	30	\$13,500	\$337	\$15,400	\$385	\$17,350	\$433	\$19,250	\$481	\$20,800	\$520	\$22,350	\$558	\$23,850	\$596	\$25,400	\$635
	20	\$8,980	\$224	\$10,280	\$257	\$11,560	\$289	\$12,840	\$321	\$13,860	\$346	\$14,900	\$372	\$15,920	\$398	\$16,940	\$423
Tucson	60	\$23,100	\$577	\$26,400	\$660	\$29,700	\$742	\$33,000	\$825	\$35,640	\$891	\$38,280	\$957	\$40,920	\$1,023	\$43,560	\$1,089
(Pima)	50	\$19,250	\$481	\$22,000	\$550	\$24,750	\$618	\$27,500	\$687	\$29,700	\$742	\$31,900	\$797	\$34,100	\$852	\$36,300	\$907
	40	\$15,400	\$385	\$17,600	\$440	\$19,800	\$495	\$22,000	\$550	\$23,760	\$594	\$25,520	\$638	\$27,280	\$682	\$29,040	\$726
	30	\$11,550	\$288	\$13,200	\$330	\$14,850	\$371	\$16,500	\$412	\$17,800	\$445	\$19,150	\$478	\$20,450	\$511	\$21,800	\$545
	20	\$7,700	\$192	\$8,800	\$220	\$9,900	\$247	\$11,000	\$275	\$11,880	\$297	\$12,760	\$319	\$13,640	\$341	\$14,520	\$363
Yuma	60	\$18,180	\$454	\$20,760	\$519	\$23,400	\$585	\$25,980	\$649	\$28,080	\$702	\$30,120	\$753	\$32,220	\$805	\$34,320	\$858
(Yuma)	50	\$15,150	\$378	\$17,300	\$432	\$19,500	\$487	\$21,650	\$541	\$23,400	\$585	\$25,100	\$627	\$26,850	\$671	\$28,600	\$715
	40	\$12,120	\$303	\$13,840	\$346	\$15,600	\$390	\$17,320	\$433	\$18,720	\$468	\$20,080	\$502	\$21,480	\$537	\$22,880	\$572
	30	\$9,100	\$227	\$10,400	\$260	\$11,700	\$292	\$13,000	\$325	\$14,050	\$351	\$15,100	\$377	\$16,100	\$402	\$17,150	\$428
	20	\$6,060	\$151	\$6,920	\$173	\$7,800	\$195	\$8,660	\$216	\$9,360	\$234	\$10,040	\$251	\$10,740	\$268	\$11,440	\$286
Apache	60	\$17,760	\$444	\$20,280	\$507	\$22,860	\$571	\$25,380	\$634	\$27,420	\$685	\$29,460	\$736	\$31,500	\$787	\$33,480	\$837
	50	\$14,800	\$370	\$16,900	\$422	\$19,050	\$476	\$21,150	\$528	\$22,850	\$571	\$24,550	\$613	\$26,250	\$656	\$27,900	\$697
	40	\$11,840	\$296	\$13,520	\$338	\$15,240	\$381	\$16,920	\$423	\$18,280	\$457	\$19,640	\$491	\$21,000	\$525	\$22,320	\$558
	30	\$8,900	\$222	\$10,150	\$253	\$11,450	\$286	\$12,700	\$317	\$13,700	\$342	\$14,750	\$368	\$15,750	\$393	\$16,750	\$418
	20	\$5,920	\$148	\$6,760	\$169	\$7,620	\$190	\$8,460	\$211	\$9,140	\$228	\$9,820	\$245	\$10,500	\$262	\$11,160	\$279
Cochise	60	\$20,220	\$505	\$23,100	\$577	\$25,980	\$649	\$28,860	\$721	\$31,140	\$778	\$33,480	\$837	\$35,760	\$894	\$38,100	\$952
	50	\$16,850	\$421	\$19,250	\$481	\$21,650	\$541	\$24,050	\$601	\$25,950	\$648	\$27,900	\$697	\$29,800	\$745	\$31,750	\$793
	40	\$13,480	\$337	\$15,400	\$385	\$17,320	\$433	\$19,240	\$481	\$20,760	\$519	\$22,320	\$558	\$23,840	\$596	\$25,400	\$635
	30	\$10,100	\$252	\$11,550	\$288	\$13,000	\$325	\$14,450	\$361	\$15,600	\$390	\$16,750	\$418	\$17,900	\$447	\$19,050	\$476
	20	\$6,740	\$168	\$7,700	\$192	\$8,660	\$216	\$9,620	\$240	\$10,380	\$259	\$11,160	\$279	\$11,920	\$298	\$12,700	\$317
Coconino	60	\$24,780	\$619	\$28,320	\$708	\$31,860	\$796	\$35,400	\$885	\$38,220	\$955	\$41,040	\$1,026	\$43,920	\$1,098	\$46,740	\$1,168
	50	\$20,650	\$516	\$23,600	\$590	\$26,550	\$663	\$29,500	\$737	\$31,850	\$796	\$34,200	\$855	\$36,600	\$915	\$38,950	\$973
	40	\$16,520	\$413	\$18,880	\$472	\$21,240	\$531	\$23,600	\$590	\$25,480	\$637	\$27,360	\$684	\$29,280	\$732	\$31,160	\$779
	30	\$12,400	\$310	\$14,150	\$353	\$15,950	\$398	\$17,700	\$442	\$19,100	\$477	\$20,550	\$513	\$21,950	\$548	\$23,350	\$583
	20	\$8,260	\$206	\$9,440	\$236	\$10,620	\$265	\$11,800	\$295	\$12,740	\$318	\$13,680	\$342	\$14,640	\$366	\$15,580	\$389
Gila	60	\$19,200	\$480	\$21,960	\$549	\$24,660	\$616	\$27,420	\$685	\$29,640	\$741	\$31,800	\$795	\$34,020	\$850	\$36,180	\$904
	50	\$16,000	\$400	\$18,300	\$457	\$20,550	\$513	\$22,850	\$571	\$24,700	\$617	\$26,500	\$662	\$28,350	\$708	\$30,150	\$753
	40	\$12,800	\$320	\$14,640	\$366	\$16,440	\$411	\$18,280	\$457	\$19,760	\$494	\$21,200	\$530	\$22,680	\$567	\$24,120	\$603
	30	\$9,600	\$240	\$10,950	\$273	\$12,350	\$308	\$13,700	\$342	\$14,800	\$370	\$15,900	\$397	\$17,000	\$425	\$18,100	\$452
	20	\$6,400	\$160	\$7,320	\$183	\$8,220	\$205	\$9,140	\$228	\$9,880	\$247	\$10,600	\$265	\$11,340	\$283	\$12,060	\$301

MSA/County	%	(1 Person)	Rent	(2 Persons)	Rent	(3 Persons)	Rent	(4 Persons)	Rent	(5 Persons)	Rent	(6 Persons)	Rent	(7 Persons)	Rent	(8 Persons)	Rent
Graham	60	\$18,240	\$456	\$20,820	\$520	\$23,460	\$586	\$26,040	\$651	\$28,140	\$703	\$30,180	\$754	\$32,280	\$807	\$34,380	\$859
	50	\$15,200	\$380	\$17,350	\$433	\$19,550	\$488	\$21,700	\$542	\$23,450	\$586	\$25,150	\$628	\$26,900	\$672	\$28,650	\$716
	40	\$12,160	\$304	\$13,880	\$347	\$15,640	\$391	\$17,360	\$434	\$18,760	\$469	\$20,120	\$503	\$21,520	\$538	\$22,920	\$573
	30	\$9,100	\$227	\$10,400	\$260	\$11,700	\$292	\$13,000	\$325	\$14,050	\$351	\$15,100	\$377	\$16,100	\$402	\$17,150	\$428
	20	\$6,080	\$152	\$6,940	\$173	\$7,820	\$195	\$8,680	\$217	\$9,380	\$234	\$10,060	\$251	\$10,760	\$269	\$11,460	\$286
Greenlee	60	\$22,740	\$568	\$26,040	\$651	\$29,280	\$732	\$32,520	\$813	\$35,100	\$877	\$37,740	\$943	\$40,320	\$1,008	\$42,900	\$1,072
	50	\$18,950	\$473	\$21,700	\$542	\$24,400	\$610	\$27,100	\$677	\$29,250	\$731	\$31,450	\$786	\$33,600	\$840	\$35,750	\$893
	40	\$15,160	\$379	\$17,360	\$434	\$19,520	\$488	\$21,680	\$542	\$23,400	\$585	\$25,160	\$629	\$26,880	\$672	\$28,600	\$715
	30	\$11,400	\$285	\$13,000	\$325	\$14,650	\$366	\$16,250	\$406	\$17,550	\$438	\$18,850	\$471	\$20,150	\$503	\$21,450	\$536
	20	\$7,580	\$189	\$8,680	\$217	\$9,760	\$244	\$10,840	\$271	\$11,700	\$292	\$12,580	\$314	\$13,440	\$336	\$14,300	\$357
La Paz	60	\$17,760	\$444	\$20,280	\$507	\$22,860	\$571	\$25,380	\$634	\$27,420	\$685	\$29,460	\$736	\$31,500	\$787	\$33,480	\$837
	50	\$14,800	\$370	\$16,900	\$422	\$19,050	\$476	\$21,150	\$528	\$22,850	\$571	\$24,550	\$613	\$26,250	\$656	\$27,900	\$697
	40	\$11,840	\$296	\$13,520	\$338	\$15,240	\$381	\$16,920	\$423	\$18,280	\$457	\$19,640	\$491	\$21,000	\$525	\$22,320	\$558
	30	\$8,900	\$222	\$10,150	\$253	\$11,450	\$286	\$12,700	\$317	\$13,700	\$342	\$14,750	\$368	\$15,750	\$393	\$16,750	\$418
	20	\$5,920	\$148	\$6,760	\$169	\$7,620	\$190	\$8,460	\$211	\$9,140	\$228	\$9,820	\$245	\$10,500	\$262	\$11,160	\$279
Mohave	60	\$24,780	\$619	\$28,320	\$708	\$31,860	\$796	\$35,460	\$886	\$38,280	\$957	\$41,100	\$1,027	\$43,920	\$1,098	\$46,740	\$1,168
	50	\$20,650	\$516	\$23,600	\$590	\$26,550	\$663	\$29,550	\$738	\$31,900	\$797	\$34,250	\$856	\$36,600	\$915	\$38,950	\$973
	40	\$16,520	\$413	\$18,880	\$472	\$21,240	\$531	\$23,640	\$591	\$25,520	\$638	\$27,400	\$685	\$29,280	\$732	\$31,160	\$779
	30	\$12,450	\$311	\$14,200	\$355	\$16,000	\$400	\$17,750	\$443	\$19,150	\$478	\$20,600	\$515	\$22,000	\$550	\$23,450	\$586
	20	\$8,260	\$206	\$9,440	\$236	\$10,620	\$265	\$11,820	\$295	\$12,760	\$319	\$13,700	\$342	\$14,640	\$366	\$15,580	\$389
Navajo	60	\$17,820	\$445	\$20,340	\$508	\$22,920	\$573	\$25,440	\$636	\$27,480	\$687	\$29,520	\$738	\$31,560	\$789	\$33,600	\$840
	50	\$14,850	\$371	\$16,950	\$423	\$19,100	\$477	\$21,200	\$530	\$22,900	\$572	\$24,600	\$615	\$26,300	\$657	\$28,000	\$700
	40	\$11,880	\$297	\$13,560	\$339	\$15,280	\$382	\$16,960	\$424	\$18,320	\$458	\$19,680	\$492	\$21,040	\$526	\$22,400	\$560
	30	\$8,900	\$222	\$10,150	\$253	\$11,450	\$286	\$12,700	\$317	\$13,700	\$342	\$14,750	\$368	\$15,750	\$393	\$16,750	\$418
	20	\$5,940	\$148	\$6,780	\$169	\$7,640	\$191	\$8,480	\$212	\$9,160	\$229	\$9,840	\$246	\$10,520	\$263	\$11,200	\$280
Santa Cruz	60	\$18,480	\$462	\$21,120	\$528	\$23,760	\$594	\$26,400	\$660	\$28,500	\$712	\$30,600	\$765	\$32,760	\$819	\$34,860	\$871
	50	\$15,400	\$385	\$17,600	\$440	\$19,800	\$495	\$22,000	\$550	\$23,750	\$593	\$25,500	\$637	\$27,300	\$682	\$29,050	\$726
	40	\$12,320	\$308	\$14,080	\$352	\$15,840	\$396	\$17,600	\$440	\$19,000	\$475	\$20,400	\$510	\$21,840	\$546	\$23,240	\$581
	30	\$9,250	\$231	\$10,550	\$263	\$11,900	\$297	\$13,200	\$330	\$14,250	\$356	\$15,300	\$382	\$16,350	\$408	\$17,400	\$435
	20	\$6,160	\$154	\$7,040	\$176	\$7,920	\$198	\$8,800	\$220	\$9,500	\$237	\$10,200	\$255	\$10,920	\$273	\$11,620	\$290
Yavapai	60	\$21,240	\$531	\$24,240	\$606	\$27,300	\$682	\$30,300	\$757	\$32,700	\$817	\$35,160	\$879	\$37,560	\$939	\$40,020	\$1,000
	50	\$17,700	\$442	\$20,200	\$505	\$22,750	\$568	\$25,250	\$631	\$27,250	\$681	\$29,300	\$732	\$31,300	\$782	\$33,350	\$833
	40	\$14,160	\$354	\$16,160	\$404	\$18,200	\$455	\$20,200	\$505	\$21,800	\$545	\$23,440	\$586	\$25,040	\$626	\$26,680	\$667
	30	\$10,600	\$265	\$12,100	\$302	\$13,650	\$341	\$15,150	\$378	\$16,350	\$408	\$17,550	\$438	\$18,800	\$470	\$20,000	\$500
	20	\$7,080	\$177	\$8,080	\$202	\$9,100	\$227	\$10,100	\$252	\$10,900	\$272	\$11,720	\$293	\$12,520	\$313	\$13,340	\$333

ARIZONA LOW INCOME HOUSING TAX CREDIT PROGRAM - IMPUTED INCOMES/ALLOWABLE RENTS

2/14/08

FOR RENTS BASED ON UNIT SIZE (Number of bedrooms: Post 1989 Projects)

(All fractions are rounded down.)

(Figures derived from HUD Median Income Charts effective 2/13/08)

MSA/County	%	Imputed Income								0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm
		(1 Person)	(2 Persons)	(3 Persons)	(4 Persons)	(5 Persons)	(6 Persons)	(7 Persons)	(8 Persons)	Rent	Rent	Rent	Rent	Rent
Phoenix (Maricopa/Pinal)	60	\$26,940	\$30,840	\$34,680	\$38,520	\$41,580	\$44,700	\$47,760	\$50,820	\$673	\$722	\$867	\$1,001	\$1,117
	50	\$22,450	\$25,700	\$28,900	\$32,100	\$34,650	\$37,250	\$39,800	\$42,350	\$561	\$601	\$722	\$834	\$931
	40	\$17,960	\$20,560	\$23,120	\$25,680	\$27,720	\$29,800	\$31,840	\$33,880	\$449	\$481	\$578	\$667	\$745
	30	\$13,500	\$15,400	\$17,350	\$19,250	\$20,800	\$22,350	\$23,850	\$25,400	\$337	\$361	\$433	\$500	\$558
	20	\$8,980	\$10,280	\$11,560	\$12,840	\$13,860	\$14,900	\$15,920	\$16,940	\$224	\$240	\$289	\$333	\$372
Tucson (Pima)	60	\$23,100	\$26,400	\$29,700	\$33,000	\$35,640	\$38,280	\$40,920	\$43,560	\$577	\$618	\$742	\$858	\$957
	50	\$19,250	\$22,000	\$24,750	\$27,500	\$29,700	\$31,900	\$34,100	\$36,300	\$481	\$515	\$618	\$715	\$797
	40	\$15,400	\$17,600	\$19,800	\$22,000	\$23,760	\$25,520	\$27,280	\$29,040	\$385	\$412	\$495	\$572	\$638
	30	\$11,550	\$13,200	\$14,850	\$16,500	\$17,800	\$19,150	\$20,450	\$21,800	\$288	\$309	\$371	\$428	\$478
	20	\$7,700	\$8,800	\$9,900	\$11,000	\$11,880	\$12,760	\$13,640	\$14,520	\$192	\$206	\$247	\$286	\$319
Yuma (Yuma)	60	\$18,180	\$20,760	\$23,400	\$25,980	\$28,080	\$30,120	\$32,220	\$34,320	\$454	\$486	\$585	\$675	\$753
	50	\$15,150	\$17,300	\$19,500	\$21,650	\$23,400	\$25,100	\$26,850	\$28,600	\$378	\$405	\$487	\$563	\$627
	40	\$12,120	\$13,840	\$15,600	\$17,320	\$18,720	\$20,080	\$21,480	\$22,880	\$303	\$324	\$390	\$450	\$502
	30	\$9,100	\$10,400	\$11,700	\$13,000	\$14,050	\$15,100	\$16,100	\$17,150	\$227	\$243	\$292	\$338	\$377
	20	\$6,060	\$6,920	\$7,800	\$8,660	\$9,360	\$10,040	\$10,740	\$11,440	\$151	\$162	\$195	\$225	\$251
Apache	60	\$17,760	\$20,280	\$22,860	\$25,380	\$27,420	\$29,460	\$31,500	\$33,480	\$444	\$475	\$571	\$660	\$736
	50	\$14,800	\$16,900	\$19,050	\$21,150	\$22,850	\$24,550	\$26,250	\$27,900	\$370	\$396	\$476	\$550	\$613
	40	\$11,840	\$13,520	\$15,240	\$16,920	\$18,280	\$19,640	\$21,000	\$22,320	\$296	\$317	\$381	\$440	\$491
	30	\$8,900	\$10,150	\$11,450	\$12,700	\$13,700	\$14,750	\$15,750	\$16,750	\$222	\$238	\$286	\$330	\$368
	20	\$5,920	\$6,760	\$7,620	\$8,460	\$9,140	\$9,820	\$10,500	\$11,160	\$148	\$158	\$190	\$220	\$245
Cochise	60	\$20,220	\$23,100	\$25,980	\$28,860	\$31,140	\$33,480	\$35,760	\$38,100	\$505	\$541	\$649	\$750	\$837
	50	\$16,850	\$19,250	\$21,650	\$24,050	\$25,950	\$27,900	\$29,800	\$31,750	\$421	\$451	\$541	\$625	\$697
	40	\$13,480	\$15,400	\$17,320	\$19,240	\$20,760	\$22,320	\$23,840	\$25,400	\$337	\$361	\$433	\$500	\$558
	30	\$10,100	\$11,550	\$13,000	\$14,450	\$15,600	\$16,750	\$17,900	\$19,050	\$252	\$270	\$325	\$375	\$418
	20	\$6,740	\$7,700	\$8,660	\$9,620	\$10,380	\$11,160	\$11,920	\$12,700	\$168	\$180	\$216	\$250	\$279
Coconino	60	\$24,780	\$28,320	\$31,860	\$35,400	\$38,220	\$41,040	\$43,920	\$46,740	\$619	\$663	\$796	\$920	\$1,026
	50	\$20,650	\$23,600	\$26,550	\$29,500	\$31,850	\$34,200	\$36,600	\$38,950	\$516	\$553	\$663	\$766	\$855
	40	\$16,520	\$18,880	\$21,240	\$23,600	\$25,480	\$27,360	\$29,280	\$31,160	\$413	\$442	\$531	\$613	\$684
	30	\$12,400	\$14,150	\$15,950	\$17,700	\$19,100	\$20,550	\$21,950	\$23,350	\$310	\$331	\$398	\$460	\$513
	20	\$8,260	\$9,440	\$10,620	\$11,800	\$12,740	\$13,680	\$14,640	\$15,580	\$206	\$221	\$265	\$306	\$342
Gila	60	\$19,200	\$21,960	\$24,660	\$27,420	\$29,640	\$31,800	\$34,020	\$36,180	\$480	\$514	\$616	\$713	\$795
	50	\$16,000	\$18,300	\$20,550	\$22,850	\$24,700	\$26,500	\$28,350	\$30,150	\$400	\$428	\$513	\$594	\$662
	40	\$12,800	\$14,640	\$16,440	\$18,280	\$19,760	\$21,200	\$22,680	\$24,120	\$320	\$343	\$411	\$475	\$530
	30	\$9,600	\$10,950	\$12,350	\$13,700	\$14,800	\$15,900	\$17,000	\$18,100	\$240	\$256	\$308	\$356	\$397
	20	\$6,400	\$7,320	\$8,220	\$9,140	\$9,880	\$10,600	\$11,340	\$12,060	\$160	\$171	\$205	\$237	\$265

MSA/County	%									0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm
		(1 Person)	(2 Persons)	(3 Persons)	(4 Persons)	(5 Persons)	(6 Persons)	(7 Persons)	(8 Persons)	Rent	Rent	Rent	Rent	Rent
Graham	60	\$18,240	\$20,820	\$23,460	\$26,040	\$28,140	\$30,180	\$32,280	\$34,380	\$456	\$488	\$586	\$677	\$754
	50	\$15,200	\$17,350	\$19,550	\$21,700	\$23,450	\$25,150	\$26,900	\$28,650	\$380	\$406	\$488	\$564	\$628
	40	\$12,160	\$13,880	\$15,640	\$17,360	\$18,760	\$20,120	\$21,520	\$22,920	\$304	\$325	\$391	\$451	\$503
	30	\$9,100	\$10,400	\$11,700	\$13,000	\$14,050	\$15,100	\$16,100	\$17,150	\$227	\$243	\$292	\$338	\$377
	20	\$6,080	\$6,940	\$7,820	\$8,680	\$9,380	\$10,060	\$10,760	\$11,460	\$152	\$162	\$195	\$225	\$251
Greenlee	60	\$22,740	\$26,040	\$29,280	\$32,520	\$35,100	\$37,740	\$40,320	\$42,900	\$568	\$609	\$732	\$845	\$943
	50	\$18,950	\$21,700	\$24,400	\$27,100	\$29,250	\$31,450	\$33,600	\$35,750	\$473	\$508	\$610	\$704	\$786
	40	\$15,160	\$17,360	\$19,520	\$21,680	\$23,400	\$25,160	\$26,880	\$28,600	\$379	\$406	\$488	\$563	\$629
	30	\$11,400	\$13,000	\$14,650	\$16,250	\$17,550	\$18,850	\$20,150	\$21,450	\$285	\$305	\$366	\$422	\$471
	20	\$7,580	\$8,680	\$9,760	\$10,840	\$11,700	\$12,580	\$13,440	\$14,300	\$189	\$203	\$244	\$281	\$314
La Paz	60	\$17,760	\$20,280	\$22,860	\$25,380	\$27,420	\$29,460	\$31,500	\$33,480	\$444	\$475	\$571	\$660	\$736
	50	\$14,800	\$16,900	\$19,050	\$21,150	\$22,850	\$24,550	\$26,250	\$27,900	\$370	\$396	\$476	\$550	\$613
	40	\$11,840	\$13,520	\$15,240	\$16,920	\$18,280	\$19,640	\$21,000	\$22,320	\$296	\$317	\$381	\$440	\$491
	30	\$8,900	\$10,150	\$11,450	\$12,700	\$13,700	\$14,750	\$15,750	\$16,750	\$222	\$238	\$286	\$330	\$368
	20	\$5,920	\$6,760	\$7,620	\$8,460	\$9,140	\$9,820	\$10,500	\$11,160	\$148	\$158	\$190	\$220	\$245
Mohave	60	\$24,780	\$28,320	\$31,860	\$35,460	\$38,280	\$41,100	\$43,920	\$46,740	\$619	\$663	\$796	\$921	\$1,027
	50	\$20,650	\$23,600	\$26,550	\$29,550	\$31,900	\$34,250	\$36,600	\$38,950	\$516	\$553	\$663	\$768	\$856
	40	\$16,520	\$18,880	\$21,240	\$23,640	\$25,520	\$27,400	\$29,280	\$31,160	\$413	\$442	\$531	\$614	\$685
	30	\$12,450	\$14,200	\$16,000	\$17,750	\$19,150	\$20,600	\$22,000	\$23,450	\$311	\$333	\$400	\$461	\$515
	20	\$8,260	\$9,440	\$10,620	\$11,820	\$12,760	\$13,700	\$14,640	\$15,580	\$206	\$221	\$265	\$307	\$342
Navajo	60	\$17,820	\$20,340	\$22,920	\$25,440	\$27,480	\$29,520	\$31,560	\$33,600	\$445	\$477	\$573	\$661	\$738
	50	\$14,850	\$16,950	\$19,100	\$21,200	\$22,900	\$24,600	\$26,300	\$28,000	\$371	\$397	\$477	\$551	\$615
	40	\$11,880	\$13,560	\$15,280	\$16,960	\$18,320	\$19,680	\$21,040	\$22,400	\$297	\$318	\$382	\$441	\$492
	30	\$8,900	\$10,150	\$11,450	\$12,700	\$13,700	\$14,750	\$15,750	\$16,750	\$222	\$238	\$286	\$330	\$368
	20	\$5,940	\$6,780	\$7,640	\$8,480	\$9,160	\$9,840	\$10,520	\$11,200	\$148	\$159	\$191	\$220	\$246
Santa Cruz	60	\$18,480	\$21,120	\$23,760	\$26,400	\$28,500	\$30,600	\$32,760	\$34,860	\$462	\$495	\$594	\$686	\$765
	50	\$15,400	\$17,600	\$19,800	\$22,000	\$23,750	\$25,500	\$27,300	\$29,050	\$385	\$412	\$495	\$571	\$637
	40	\$12,320	\$14,080	\$15,840	\$17,600	\$19,000	\$20,400	\$21,840	\$23,240	\$308	\$330	\$396	\$457	\$510
	30	\$9,250	\$10,550	\$11,900	\$13,200	\$14,250	\$15,300	\$16,350	\$17,400	\$231	\$247	\$297	\$343	\$382
	20	\$6,160	\$7,040	\$7,920	\$8,800	\$9,500	\$10,200	\$10,920	\$11,620	\$154	\$165	\$198	\$228	\$255
Yavapai	60	\$21,240	\$24,240	\$27,300	\$30,300	\$32,700	\$35,160	\$37,560	\$40,020	\$531	\$568	\$682	\$787	\$879
	50	\$17,700	\$20,200	\$22,750	\$25,250	\$27,250	\$29,300	\$31,300	\$33,350	\$442	\$473	\$568	\$656	\$732
	40	\$14,160	\$16,160	\$18,200	\$20,200	\$21,800	\$23,440	\$25,040	\$26,680	\$354	\$379	\$455	\$525	\$586
	30	\$10,600	\$12,100	\$13,650	\$15,150	\$16,350	\$17,550	\$18,800	\$20,000	\$265	\$283	\$341	\$393	\$438
	20	\$7,080	\$8,080	\$9,100	\$10,100	\$10,900	\$11,720	\$12,520	\$13,340	\$177	\$189	\$227	\$262	\$293



The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: Community Development & Revitalization

REGARDING FUNDING SOURCES: CDBG/HOUSING TRUST FUND

INFORMATION BULLETIN No. 04-08

ISSUED: February 19, 2008

RE: Fair Housing Annual Survey

On March 31, 2006, the Arizona Department of Housing submitted an Analysis of Impediments to Fair Housing Choice to the U.S. Department of Housing and Urban Development. Contained in that document were nine identified impediments that the state must strive to diminish and/or eliminate. Two of the impediments directly relate to communities that receive Community Development Block Grants (CDBG) through the state's program.

1. "There is a need to improve the process for a fair housing complaint referral in many non-metro communities."
2. "Information gathering and monitoring fair housing performance needs to be improved."

The parameters of the referral procedure in item #1 have been distributed to all CDBG recipients by the Community Revitalization staff. A Fair Housing Annual Survey must be completed by all CDBG recipients and returned on or before April 30, 2008.

The survey may be downloaded from our website at www.housingaz.com. The survey is in a fillable form which may be completed and e-mailed back to ADOH. Questions regarding the survey should be directed to Joy Johnson at 602-771-1026 or by email at joyj@housingaz.com.



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Fred Karnas
Director



Janet Napolitano
Governor

FAIR HOUSING ANNUAL SURVEY

Arizona law protects your right to housing and makes it an unlawful housing practice for any person to discriminate in connection with housing because of an individual's race, color, religion, sex, national origin (e.g. Hispanic), familial status (children under 18), or physical or mental disability. To ensure that the Arizona Department of Housing is addressing those impediments identified in the Analysis of Impediments to Fair Housing Choice this survey must be completed.

Please respond to the following questions and return the completed form to Joy Johnson via: email, joyj@housingaz.com; fax, 602/771-1039; or mail, 1110 W. Washington, Suite 310, Phoenix, AZ 85007. The completed form must be received by April 30.

1. Has housing discrimination been reported to your office? Yes No Not sure
 - a) If yes, did the person taking the complaint refer the complainant? Yes No Not sure
 - b) Where was the complainant referred?

Attorney General's Office-Phoenix	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not sure <input type="checkbox"/>
Attorney General's Office-Tucson	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not sure <input type="checkbox"/>
HUD Housing Discrimination Hotline	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not sure <input type="checkbox"/>
HUD San Francisco office	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not sure <input type="checkbox"/>
 - c) Were copies of the referral sheet given to the complainant? Yes No Not sure

2. How many staff have had fair housing training within the past 12 months?

3. Do you have in-house training that includes fair housing? Yes No Not sure
 - a) How often?

 - b) If no, where do you send your staff for fair housing training?

4. Has your office been instructed on ADOH's fair housing referral process? Yes No Not sure
 - a) Have you received the Fair Housing Complaint/Referral Form? Yes No Not sure
 - b) Do you have the list of the AZ Attorney General's Community Services Program Satellite Offices? Yes No Not sure

5. Has the community maintained the Fair Housing Complaint/Referral log as instructed by ADOH? Yes No Not sure
 - a) If no, why not?

6. Is there a lack of housing available in your community for persons at or below 80% of the area median income? Yes No Not sure
a) What percentage of your police officers, fire fighters, school teachers or other service workers live outside of your city/town's limits due to a lack of affordable housing?
7. Does your community distribute information on predatory lending? Yes No Not sure
a) What type (i.e. brochures/pamphlets from Attorney General, lenders, etc.)
b) Is literature on predatory lending needed? Yes No Not sure
8. Is your community faced with NIMBYism (not in my back yard) when affordable housing is discussed? Yes No Not sure
a) What has your community done to address this issue?
For example, have there been community meetings; have prototypes of housing been discussed/displayed; have housing specialists been brought in, etc.?
Please explain.
9. Would you be interested in attending a free workshop designed to provide tools and information needed to develop affordable, workforce housing in your community? Yes No Not sure
10. Are there resources in your community that residents can access to assist them with fair housing issues? For example, are there brochures available; is there a fair housing office in your community or a fair housing specialist on staff? Yes No Not sure
If yes, please specify.
a) Is literature on fair housing needed? Yes No Not sure

SURVEY PREPARED BY:

Name

City/Town/County

Date



Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: STATE HOUSING FUND (SHF)

REGARDING FUNDING SOURCES: HOME and Housing Trust Fund

INFORMATION BULLETIN No. 05-08 (Revised)

ISSUED: February 19, 2008

**RE: REVISED STATE HOUSING FUND PROGRAM
HOME AND HOUSING TRUST FUND INCOME LIMITS
EFFECTIVE FEBRUARY 19, 2008**

The original Information Bulletin 05-08 erroneously stated that revised Income and Rent Limits for the State Housing Fund program were attached. Only the 2008 Income Limits are available at this time and are attached. These limits are effective February 19, 2008. The tables are also available for download at our website, www.housingaz.com.



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ARIZONA INCOME LIMITS

**ARIZONA COUNTIES
2008**

**State of Arizona -- State Housing Fund Program
HOME and Housing Trust Fund Program Income Limits**

			1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON +
Flagstaff, AZ Coconino County	30%		12400	14150	15950	17700	19100	20550	21950	23350
	MEDIAN HOUSEHOLD	50% (Very Low-Income)	20650	23600	26550	29500	31850	34200	36600	38950
	INCOME: 56,700	60%	24780	28320	31860	35400	38220	41040	43920	46740
		80% (Low-Income)	33050	37750	42500	47200	51000	54750	58550	62300

: Mohave County	30%		12450	14200	16000	17750	19150	20600	22000	23450
	MEDIAN HOUSEHOLD	50% (Very Low-Income)	20650	23600	26550	29550	31900	34250	36600	38950
	INCOME: 45,000	60%	24780	28320	31860	35460	38280	41100	43920	46740
		80% (Low-Income)	33100	37850	42550	47300	51100	54850	58650	62450

Phoenix, AZ Maricopa/Pinal Counties	30%		13500	15400	17350	19250	20800	22350	23850	25400
	MEDIAN HOUSEHOLD	50% (Very Low-Income)	22450	25700	28900	32100	34650	37250	39800	42350
	INCOME: 64,200	60%	26940	30840	34680	38520	41580	44700	47760	50820
		80% (Low-Income)	35950	41100	46200	51350	55450	59550	63650	67800

Tucson, AZ Pima County	30%		11550	13200	14850	16500	17800	19150	20450	21800
	MEDIAN HOUSEHOLD	50% (Very Low-Income)	19250	22000	24750	27500	29700	31900	34100	36300
	INCOME: 55,000	60%	23100	26400	29700	33000	35640	38280	40920	43560
		80% (Low-Income)	30800	35200	39600	44000	47500	51050	54550	58100

Yuma, AZ Yuma County	30%		9100	10400	11700	13000	14050	15100	16100	17150
	MEDIAN HOUSEHOLD	50% (Very Low-Income)	15150	17300	19500	21650	23400	25100	26850	28600
	INCOME: 42,500	60%	18180	20760	23400	25980	28080	30120	32220	34320
		80% (Low-Income)	24250	27700	31200	34650	37400	40200	42950	45750

: Apache County	30%		8900	10150	11450	12700	13700	14750	15750	16750
	MEDIAN HOUSEHOLD	50% (Very Low-Income)	14800	16900	19050	21150	22850	24550	26250	27900
	INCOME: 33,700	60%	17760	20280	22860	25380	27420	29460	31500	33480
		80% (Low-Income)	23700	27100	30450	33850	36550	39250	41950	44700

: Cochise County	30%		10100	11550	13000	14450	15600	16750	17900	19050
	MEDIAN HOUSEHOLD	50% (Very Low-Income)	16850	19250	21650	24050	25950	27900	29800	31750
	INCOME: 48,100	60%	20220	23100	25980	28860	31140	33480	35760	38100
		80% (Low-Income)	26950	30800	34650	38500	41600	44650	47750	50800

: Gila County	30%		9600	10950	12350	13700	14800	15900	17000	18100
	MEDIAN HOUSEHOLD	50% (Very Low-Income)	16000	18300	20550	22850	24700	26500	28350	30150
	INCOME: 45,700	60%	19200	21960	24660	27420	29640	31800	34020	36180
		80% (Low-Income)	25600	29250	32900	36550	39450	42400	45300	48250

ARIZONA INCOME LIMITS

**ARIZONA COUNTIES
2008**

**State of Arizona -- State Housing Fund Program
HOME and Housing Trust Fund Program Income Limits**

		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON +	
: Graham County		30%	9100	10400	11700	13000	14050	15100	16100	17150
MEDIAN HOUSEHOLD	50% (Very Low-Income)	15200	17350	19550	21700	23450	25150	26900	28650	
INCOME: 43,400	60%	18240	20820	23460	26040	28140	30180	32280	34380	
	80% (Low-Income)	24300	27750	31250	34700	37500	40250	43050	45800	
: Greenlee County		30%	11400	13000	14650	16250	17550	18850	20150	21450
MEDIAN HOUSEHOLD	50% (Very Low-Income)	18950	21700	24400	27100	29250	31450	33600	35750	
INCOME: 54,200	60%	22740	26040	29280	32520	35100	37740	40320	42900	
	80% (Low-Income)	30350	34700	39000	43350	46800	50300	53750	57200	
: La Paz County		30%	8900	10150	11450	12700	13700	14750	15750	16750
MEDIAN HOUSEHOLD	50% (Very Low-Income)	14800	16900	19050	21150	22850	24550	26250	27900	
INCOME: 36,100	60%	17760	20280	22860	25380	27420	29460	31500	33480	
	80% (Low-Income)	23700	27100	30450	33850	36550	39250	41950	44700	
: Navajo County		30%	8900	10150	11450	12700	13700	14750	15750	16750
MEDIAN HOUSEHOLD	50% (Very Low-Income)	14850	16950	19100	21200	22900	24600	26300	28000	
INCOME: 42,400	60%	17820	20340	22920	25440	27480	29520	31560	33600	
	80% (Low-Income)	23750	27100	30500	33900	36600	39300	42050	44750	
: Santa Cruz County		30%	9250	10550	11900	13200	14250	15300	16350	17400
MEDIAN HOUSEHOLD	50% (Very Low-Income)	15400	17600	19800	22000	23750	25500	27300	29050	
INCOME: 39,800	60%	18480	21120	23760	26400	28500	30600	32760	34860	
	80% (Low-Income)	24650	28150	31700	35200	38000	40850	43650	46450	
Prescott, AZ: Yavapai County		30%	10600	12100	13650	15150	16350	17550	18800	20000
MEDIAN HOUSEHOLD	50% (Very Low-Income)	17700	20200	22750	25250	27250	29300	31300	33350	
INCOME: 50,500	60%	21240	24240	27300	30300	32700	35160	37560	40020	
	80% (Low-Income)	28300	32300	36350	40400	43650	46850	50100	53350	



Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: STATE HOUSING FUND (SHF)

REGARDING FUNDING SOURCES: HOME and Housing Trust Fund

INFORMATION BULLETIN No.06-08

ISSUED: February 21, 2008

RE: AVAILABILITY OF THE 2008 SHF APPLICATION SUPPLEMENT AND 2008 SHF APPLICATION SUPPLEMENT FORMS

2008 SHF Application Supplement and 2008 SHF Application Supplement Forms to be used to apply for Gap Financing for Tax Credit Projects in the 2008 LIHTC round are now available.

The forms are available for download at our website, www.housingaz.com.



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The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: Low Income Housing Tax Credit (LIHTC)
REGARDING FUNDING SOURCES: LIHTC

INFORMATION BULLETIN No. 08-08

ISSUED: March 19, 2008
RE: 2008 LIHTC APPLICATIONS RECEIVED

The application deadline for the 2008 Low Income Housing Tax Credit program was March 17, 2008. Due to the amount of information provided on this list and the size of the file, ADOH has posted the list of those applications received on their website: www.housingaz.com/Developers & Local Governments/Rental Development.



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Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: Community Development and Revitalization
REGARDING FUNDING SOURCES: Community Development Block Grant (CDBG)

INFORMATION BULLETIN No. 09-08

ISSUED: March 21, 2008

RE: CDBG Allocation by COG Region in compliance with
Third Program Year Annual Action Plan FY 2007-2008

In compliance with the State of Arizona Consolidated Plan, FY 2005-2009, the state must include a description of its methods of distributing funds to local governments to carry out activities using funds expected to be received during the program year under the formula allocations. For the Federal Funding Year 2008, the COG allocation is as follows:

CDBG Allocation by COG Region	Allocation Amount	Allocation Percentage
NACOG	\$2,199,425	22.8194930%
WACOG	\$2,836,059	29.4247020%
CAAG	\$2,322,992	24.1015320%
SEAGO	\$2,279,884	23.6542730%
Total Allocation to Rural COGs	\$9,638,360	

CONTACT: Katherine E. Blodgett
Community Development and Revitalization Programs Administrator
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The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: SHF (HTF); HOME, CDBG, LIHTC, HOPWA, ESG
REGARDING FUNDING SOURCES: HOME, CDBG, HOPWA, ESG

INFORMATION BULLETIN No. 10-08

ISSUED: March 27, 2008

RE: Fourth Annual Action Plan Now Available for
Public Comment until April 25, 2008.

The Arizona Department of Housing is making available for public review and comment, its draft of the agency's **Fourth Annual Action Plan** developed in compliance with the federal regulations (24 CFR, PART 91). The draft is the Annual Action Plan which describes the methods of distribution, and geographic funding objectives for the U.S. Department of Housing and Urban Development FY 2008 HOME, CDBG, HOPWA and ESG federal funds. The Draft is available on the department's website beginning March 27, 2008: www.housingaz.com, click on **Publications, Research & Links**, then **Publications**. Changes to prior year strategies, objectives and processes are highlighted in the Draft.

Written comments on the Draft are encouraged and may be forwarded to: Programs, Arizona Department of Housing, 1110 W. Washington, Suite, 310, Phoenix, AZ 85007; written comments by also be emailed to Info@housingaz.com. Written comments on the Draft will be accepted from March 27, 2008, ending at 5:00 p.m. on April 25, 2008.

PUBLIC HEARING SCHEDULED: To continue gathering public comment on the Draft, a **public hearing** will be held on April 25, 2008 from 10:00 a.m. to 12:00 p.m. in the training room at the offices of the Arizona Department of Housing, 1110 W. Washington, Suite 310, Phoenix, AZ 85007.



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The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: Community Development & Revitalization

REGARDING FUNDING SOURCES: CDBG

INFORMATION BULLETIN No. 11-08

ISSUED: April 3, 2008

RE: REVISION TO CDBG APPLICATION REQUIREMENTS FOR
PROGRAM ADMINISTRATIVE EXPENSES

This bulletin is to inform Community Development Block Grant (CDBG) applicants of the policy revision for Program Administrative Expenses referenced on Page 44 of the 2006 CDBG Application Handbook.

Revised policy is as follows:

ADMINISTRATION AND PLANNING

CDBG funds may be used to pay reasonable program administration costs related to the planning and execution of eligible activities funded in whole or in part with State CDBG. Activities eligible under this category include Citizen Participation costs; Fair Housing activities; staff and overhead costs for project delivery; and grant administration.

A maximum of 18% of the aggregate total of all activities for which funding is requested can be charged to general administration and to eligible planning activities. If a community is implementing multiple activities, ADOH will enter into individual contracts for each activity; and each of the contracts will contain the general administration funds appropriate for and specific to that activity.

ADOH encourages all communities to apply for a reasonable and appropriate amount of administrative funding based on the activity type thru completion of the application budget. ADOH also encourages communities to estimate a sufficient dollar amount for TAAP fees to allow the flexibility of increasing the level of assistance from the COG for both compiling the application and administering the project. Administrative funding will be awarded thru the application and pre-award assessment process.

Communities must submit annual audits whether or not they received CDBG funds during the past year. This assists the Department of Housing in determining whether technical assistance and guidance should be offered to the community aiding it to implement a compliant CDBG project and avoiding future audit concerns.

Administration funds may be used by local governments and sub-recipients to pay for the proportionate share of an annual audit attributable to the expenditure of CDBG funds as documented by a written cost allocation plan.

2006 CDBG Application Handbook

Page 44 of the 2006 CDBG Application Handbook, revised as of April 3, 2008 is attached to this bulletin. Please replace the current version with the April 3, 2008 revised version.

For questions or additional information, please contact the CD&R Program Specialist assigned to your community at (602) 771-1000.

Arizona Department of Housing

1110 W. Washington, Suite 310

Phoenix, AZ 85007

Telephone (602) 771-1000 Facsimile (602) 771-1002 TDY (602) 771-1001

www.housingaz.com

ADMINISTRATION AND PLANNING

CDBG funds may be used to pay reasonable program administration costs related to the planning and execution of eligible activities funded in whole or in part with State CDBG. Activities eligible under this category include Citizen Participation costs; Fair Housing activities; staff and overhead costs for project delivery; and grant administration.

A maximum of 18% of the aggregate total of all activities for which funding is requested can be charged to general administration and to eligible planning activities. If a community is implementing multiple activities, ADOH will enter into individual contracts for each activity; and each of the contracts will contain the general administration funds appropriate for and specific to that activity.

ADOH encourages all communities to apply for a reasonable and appropriate amount of administrative funding based on the activity type thru completion of the application budget. ADOH also encourages communities to estimate a sufficient dollar amount for TAAP fees to allow the flexibility of increasing the level of assistance from the COG for both compiling the application and administering the project. Administrative funding will be awarded thru the application and pre-award assessment process.

Communities must submit annual audits whether or not they received CDBG funds during the past year. This assists the Department of Housing in determining whether technical assistance and guidance should be offered to the community aiding it to implement a compliant CDBG project and avoiding future audit concerns.

Administration funds may be used by local governments and sub-recipients to pay for the proportionate share of an annual audit attributable to the expenditure of CDBG funds as documented by a written cost allocation plan.

PLANNING ONLY GRANTS (PLGS), THE SET-ASIDE AND FORMS

Grants that are limited to planning (and may include administration) activities are known as Planning Only Grants (PLGs) and may be submitted to either the RA or the SSP Accounts. Because of the 20% statutory limitation on administration communities wishing to apply for PLGs must request ADOH approval prior to application submission.

The PLG request must indicate the maximum amount of funds to be requested. These PLG requests will be honored on a first received, first-funded basis, if they are determined fundable, should the statewide limitation be reached.

Each application must meet one of the CDBG National Objectives. Applicants may not use PLGs for activities including or equivalent to engineering/design, since this is part of the specific eligible activity itself such as street, water or sewer system improvement.

PUBLIC SERVICES SET-ASIDE

The CDBG statute requires that the state expend no more than 15% of its annual allocation plus any Program Income (PI) on Public Services activities. NRS activities are not included in the 15% maximum.

To ensure that this limitation is not exceeded, applicants must submit a written request to ADOH prior to the second public hearing with a maximum amount of funds to be requested, for any Public Services activities they propose to submit to either the RA or SSP. ADOH will honor such requests for the funding of PS activities on a first-received, first-funded basis, should the statewide limitation be reached.



Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: STATE HOUSING FUND (SHF)

REGARDING FUNDING SOURCES: HOME and Housing Trust Fund

INFORMATION BULLETIN No.12-08

ISSUED: April 8, 2008

RE: REVISED STATE HOUSING FUND PROGRAM

HOME AND HOUSING TRUST FUND RENT LIMITS EFFECTIVE APRIL 12, 2008

Attached are the revised 2008 rent limits for the State Housing Fund Program. These rates are effective April 12, 2008. The tables are also available for download at our website, www.housingaz.com.



Arizona Department of Housing

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PROGRAM RENT LIMITS

**ARIZONA COUNTIES
2008**

**State of Arizona -- State Housing Fund Program
HOME and Housing Trust Fund Program Rent Limits**

EFFICIENCY 1 BEDROOM 2 BEDROOM 3 BEDROOM 4 BEDROOM 5 BEDROOM 6 BEDROOM

Flagstaff, AZ Coconino County	LOW HOME RENT	516	553	663	766	855	944	1032
	HIGH HOME RENT	651	699	841	963	1055	1145	1236
For information only:	FMR	753	896	1012	1301	1641	1887	2133
	50 Rent Limit	516	553	663	766	855	944	1032
	65 Rent Limit	651	699	841	963	1055	1145	1236
	 							
: Mohave County	LOW HOME RENT	516	553	663	768	856	944	1034
	HIGH HOME RENT	564	620	723	965	1056	1147	1238
For information only:	FMR	564	620	723	1000	1116	1283	1451
	50 Rent Limit	516	553	663	768	856	944	1034
	65 Rent Limit	653	701	842	965	1056	1147	1238
	 							
Phoenix, AZ Maricopa/Pinal Counties	LOW HOME RENT	561	601	722	834	931	1026	1123
	HIGH HOME RENT	609	715	862	1052	1154	1254	1355
For information only:	FMR	609	715	862	1256	1498	1723	1947
	50 Rent Limit	561	601	722	834	931	1026	1123
	65 Rent Limit	711	763	918	1052	1154	1254	1355
	 							
Tucson, AZ Pima County	LOW HOME RENT	481	515	618	715	797	880	962
	HIGH HOME RENT	501	588	769	895	979	1062	1145
For information only:	FMR	501	588	769	1110	1246	1433	1620
	50 Rent Limit	481	515	618	715	797	880	962
	65 Rent Limit	606	651	783	895	979	1062	1145
	 							
Yuma, AZ Yuma County	LOW HOME RENT	378	405	487	563	627	693	757
	HIGH HOME RENT	473	508	612	698	759	819	879
For information only:	FMR	527	622	743	1054	1291	1485	1678
	50 Rent Limit	378	405	487	563	627	693	757
	65 Rent Limit	473	508	612	698	759	819	879
	 							
: Apache County	LOW HOME RENT	370	396	476	550	613	676	740
	HIGH HOME RENT	397	486	574	681	740	798	857
For information only:	FMR	397	486	574	796	1009	1160	1312
	50 Rent Limit	370	396	476	550	613	676	740
	65 Rent Limit	461	496	597	681	740	798	857
	 							

PROGRAM RENT LIMITS

ARIZONA COUNTIES 2008

State of Arizona -- State Housing Fund Program HOME and Housing Trust Fund Program Rent Limits

EFFICIENCY 1 BEDROOM 2 BEDROOM 3 BEDROOM 4 BEDROOM 5 BEDROOM 6 BEDROOM

		EFFICIENCY 1	BEDROOM 2	BEDROOM 3	BEDROOM 4	BEDROOM 5	BEDROOM 6	BEDROOM
: Cochise County	LOW HOME RENT	421	451	541	625	697	769	841
	HIGH HOME RENT	466	540	678	779	849	918	988
For information only:	FMR	466	540	678	936	1151	1324	1496
	50 Rent Limit	421	451	541	625	697	769	841
	65 Rent Limit	528	566	682	779	849	918	988
: Gila County	LOW HOME RENT	400	428	513	594	662	731	799
	HIGH HOME RENT	500	537	647	739	804	869	934
For information only:	FMR	509	596	784	1076	1109	1275	1442
	50 Rent Limit	400	428	513	594	662	731	799
	65 Rent Limit	500	537	647	739	804	869	934
: Graham County	LOW HOME RENT	380	406	488	564	628	694	759
	HIGH HOME RENT	474	509	613	699	760	820	881
For information only:	FMR	528	569	637	880	1013	1165	1317
	50 Rent Limit	380	406	488	564	628	694	759
	65 Rent Limit	474	509	613	699	760	820	881
: Greenlee County	LOW HOME RENT	473	508	610	704	786	866	948
	HIGH HOME RENT	483	537	674	882	965	1046	1128
For information only:	FMR	483	537	674	926	1048	1205	1362
	50 Rent Limit	473	508	610	704	786	866	948
	65 Rent Limit	598	641	772	882	965	1046	1128
: La Paz County	LOW HOME RENT	370	396	476	550	613	676	740
	HIGH HOME RENT	461	496	597	681	740	798	857
For information only:	FMR	542	544	652	923	950	1093	1235
	50 Rent Limit	370	396	476	550	613	676	740
	65 Rent Limit	461	496	597	681	740	798	857
: Navajo County	LOW HOME RENT	371	397	477	551	615	678	742
	HIGH HOME RENT	463	497	598	682	741	799	858
For information only:	FMR	474	506	668	900	1066	1226	1386
	50 Rent Limit	371	397	477	551	615	678	742
	65 Rent Limit	463	497	598	682	741	799	858

PROGRAM RENT LIMITS

**ARIZONA COUNTIES
2008**

**State of Arizona -- State Housing Fund Program
HOME and Housing Trust Fund Program Rent Limits**

		EFFICIENCY	1	BEDROOM	2	BEDROOM	3	BEDROOM	4	BEDROOM	5	BEDROOM	6	BEDROOM
: Santa Cruz County		LOW HOME RENT	385	412	495	571	637	704	770					
		HIGH HOME RENT	480	516	622	710	773	833	895					
For information only:		FMR	557	558	707	1031	1061	1220	1379					
		50 Rent Limit	385	412	495	571	637	704	770					
		65 Rent Limit	480	516	622	710	773	833	895					
Prescott, AZ Yavapai County		LOW HOME RENT	442	473	568	656	732	808	883					
		HIGH HOME RENT	555	596	717	820	895	969	1044					
For information only:		FMR	627	648	818	1192	1228	1412	1596					
		50 Rent Limit	442	473	568	656	732	808	883					
		65 Rent Limit	555	596	717	820	895	969	1044					



The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: Community Development and Revitalization

REGARDING FUNDING SOURCES: CDBG

INFORMATION BULLETIN No. 13-08

ISSUED: July 15, 2008

RE: Notice of Funding Availability for CDBG
State Special Projects Competitive Funding

NOTICE OF FUNDING AVAILABILITY

For FY 2008, the Arizona Department of Housing (ADOH) expects to allocate approximately \$1.7 million in Arizona Community Development Block Grant (CDBG) Program funds to State Special Projects (SSP). The FY 2008 SSP funds will be distributed in one competitive funding round and the application submission deadline is January 15, 2009 at 4 p.m.

The Application Process for the SSP funding allocation is located in the 2006 Application Handbook. If you are interested in applying for funds, please review the application guidelines in the 2006 Application Handbook from the ADOH CDBG program. The 2006 Application Handbook can be obtained from the ADOH website at: <http://www.housingaz.com/Forms&Handbooks>

GENERAL OVERVIEW

Establishing investment priorities from the multitude of unmet needs facing communities today is a necessary and increasingly difficult task. The CDBG State Special Project Competitive Funding program (SSP) provides an opportunity for communities to bring focus to projects that are: aligned to elements of the community's General Plan and/or their strategic revitalization/neighborhood strategies plans; address decent, hazard-free affordable housing; increase access to safe drinking water; provide proper disposal of household wastewater; provide access to community services in local facilities; and stimulate economic development. Proposed projects must be ready to proceed immediately and will conclude within no more than twenty-four (24) months from the time of award. Priority is given to proposed projects that (a) address unmet needs of the community and (b) target low-income populations. All applications must meet minimum threshold requirements to be considered for an allocation of funding.

ADOH staff evaluates each proposal to ensure the activity provides maximum public benefits relative to cost. All activities are reviewed to determine if the project leverages other funding sources to the maximum extent possible. Funds being requested from ADOH should not be the only source of funds for a project.

CDBG FY2008 SSP NOFA

Issued July 15, 2008

PRIORITY NEEDS OF THE CONSOLIDATED PLAN
AS UPDATED BY THE FOURTH YEAR ANNUAL ACTION PLAN

The Arizona Department of Housing determines priorities for funding through the public participatory process included in the Consolidated Plan. This SSP NOFA is aligned with the priority needs described below:

Preservation

Goals: Provide Decent Housing; Provide Sustainable Living Environments, Expand Economic Opportunities

ADOH will use CDBG funds to invest in activities that help to retain Arizona's affordable housing stock, increase the availability of permanent housing that is affordable to low-income and moderate-income individuals without discrimination and provide supportive housing that includes structural features and services to enable persons with special needs to live in dignity.

ADOH will invest in programs that improve the safety and livability of neighborhoods, revitalization of deteriorating neighborhoods, restoring, enhancing and preserving natural and physical features of special value for historic, architectural or aesthetic reasons and conserving energy resources. ADOH will invest in activities that increase the availability of foreclosure counseling to all Arizonans. ADOH will provide education on fair housing in compliance with the Fair Housing Act. ADOH will increase technical assistance and support to encourage planning that incorporates economic development and smart growth initiatives.

Homeownership

Goals: Provide Decent Housing; Provide Sustainable Living Environments

The impact of unprecedented foreclosures is being felt statewide. Because of the existing oversupply of housing stock in key markets throughout the state, ADOH will not invest in new single family housing development during this program year. ADOH will support Owner-Occupied Rehabilitation programs. Communities are encouraged to use CDBG funds to address the consequences of subprime lending and foreclosures and to help borrowers obtain counseling to avoid foreclosure. HUD has identified some eligible activities in support of communities wishing to address the impact of foreclosures and subprime lending:

1. Planning activities:

HCDA Section 105(a)(12), 24 CFR 570.205

Grantees may collect and analyze data and develop a strategic plan to how best serve the borrowers and neighborhoods in their area affected by the subprime crisis. Planning and administrative costs are subject to the 20% CDBG funding limit.

2. Interim assistance to help neighborhoods:

HCDA Section 105(a)(4), 24 CFR 570.201(f)

Grantees can help to improve neighborhoods by paying for landscaping, streetscaping, sidewalks and more; thereby helping to maintain the property values.

3. Housing Counseling as an eligible public service activity:

HCDA Section 105(a)(8), 24 CFR 570.482(d), 24 CFR 570.483(b)(2)(ii),
24 CFR 570.201(e), 24 CFR 570.208(a)(2)(i)

Financial management counseling to manage debt; Default counseling; Foreclosure prevention counseling to help borrower on steps they can take to avoid a foreclosure.

Strategic Investment through Revitalization Areas

Goals: Provide Suitable Living Environments

The Department will apply HUD's process for recognizing revitalization strategy areas.

The intent of the revitalization strategy area concept is to improve the lives of low-income residents of an area.

HUD expects approved strategy areas to meet one of the following criteria:

- The area is primarily residential in character, and contains at least 70 percent low- and moderate-income persons.
- The area is in a federally-designated Empowerment Zone or Enterprise Community;
- All of the census tracts/block numbering areas in the area have at least a 20 percent poverty rate, and at least 90 percent of them have at least a 25 percent poverty rate; and the area is primarily residential.

NOTICE OF ANTICIPATED MODIFICATIONS TO CDBG SSP APPLICATION PROCESS

FY2008 will be the final year that equipment purchases as an activity will be eligible for CDBG SSP funding.

Further, in FY2009, the proposed activities (1) must align with the priorities described State Consolidated Plan as updated thru its Annual Action Plan process and (2) must reflect the Smart Growth principles.

APPLICATION INFORMATION

Timeline

The following is a listing of key dates in the application and funding process:

NOFA release:	July 10, 2008
2006 Application Handbook release:	November 1, 2005
Application Deadline:	January 15, 2009 at 4:00 p.m.

Eligible Applicants

Consistent with federal law, eligible applicants for the State CDBG Program are:

- All incorporated cities and towns, except those located in Maricopa and Pima Counties and excluding the cities of Flagstaff, Prescott and Yuma.
- All of Arizona's counties except Maricopa and Pima Counties.

Eligible Activities

Any eligible CDBG activity may be undertaken with State Special Projects (SSP) CDBG funding. Applicants are encouraged to apply for projects that are consistent with the priorities described in annual consolidated planning process. Applicants are also encouraged to be responsive to market conditions that impact the lives of low to moderate income persons.

A detailed explanation of eligible activities, complete with a list of eligible and ineligible activities, is available in the 2006 Application Handbook (www.housingaz.com). Applicants unsure of an activity's eligibility are encouraged to contact ADOH staff to discuss the project.

Eligible activities must be ready to begin implementation within 30 days of funding, and must anticipate completion within the self-determined and approved contract timeframe, not to exceed 24 months.

Maximum Grant Amount

The maximum grant available under this notice is \$300,000. Funds unexpended at contract termination shall be returned to ADOH.

Public Participation

ADOH encourages each community to combine SSP projects with Regional Account Projects in the public participation and publication process to avoid the need for additional publications and hearings. However, public participation documentation must evidence that the participation process occurred for the FY2008 application cycle and the *documentation must be included in the SSP application*. No prior funding year documentation will be acceptable.

Application Requirements

The application process requires applicants to submit information in a clear and concise fashion. Applications should be typed and all copies should be legible. To submit an eligible SSP application, all applicants should review the requirements as outlined in Section 6 of the 2006 CDBG Application Handbook. To ensure a competitive SSP application, all applicants should submit the following:

- Data showing the poverty level in the community or target area by census tract;
- Extensive public participation information, including Council meeting minutes, projects discussed, and any other relevant public participation information;
- Budgets that have been carefully considered to maximize the potential of CDBG funds;
- Documentation of the administering agency's qualifications to manage the activity;
- Evidence that the proposed project aligns with the Community's General Plan or Strategic Revitalization/Neighborhood Revitalization Strategy;
- A timeline or project schedule showing at proposed start date and completion dates; and
- Information on attempts to secure other or additional funding, and a report on which were successful.

All application requirements are also noted in this NOFA under the Project Ranking and Scoring Criteria section below. *Applications that are not complete and do not contain the required items will be rejected.*

Application Submittal

All communities eligible to receive funding from the State CDBG program are eligible to apply for SSP funds. Each community is encouraged to apply. A community may submit multiple applications if the applications are prioritized. All first priority applications will be reviewed first, and subsequently prioritized applications will be reviewed only if sufficient funding is available.

To accommodate ERR requirements, applications are due to ADOH on **Monday, January 15, 2009 by 4:00 p.m.** Applications will be considered received if one of the following indicates a date and time no later than the application due date:

- U.S. Post Office postmark;
- Fed Ex, UPS, etc. delivery documents; and
- Department staff documentation of receipt.

Submission Requirements

One original and one (1) copy of the application.

Any drawings, maps, plans or supportive documents may be included, unbound, but must be legible, designated and labeled.

Applications *may not* be submitted via e-mail or fax. Applications may be delivered or mailed to:

**Arizona Department of Housing
Attn: CDBG SSP Account Application
1110 W. Washington, Suite 310
Phoenix, AZ 85007**

Application Evaluation

The Arizona Department of Housing recognizes that the range of pressing problems facing Arizona’s communities is increasing in light of decreasing resources. With these issues in mind, the evaluation process used by the Department brings focus to the CDBG program objectives and performance criteria. Emphasis is placed on the application’s alignment with priority needs described in the Consolidated Plan, as updated by the Fourth Annual Action Plan. Further, the applicant must show how the activity will provide benefit to low and moderate income populations in its measures and outcomes.

All applications that are determined as eligible for an allocation of SSP funds will be reviewed by the Community Development and Revitalization staff. Each application will receive an assignment of points and a recommendation. The Department’s Funding Review team will then consider the evaluations and determine funding awards.

PROJECT REVIEW CRITERIA

Criteria	Explanation
<p>Minimum Threshold Requirements of the Program for all applications, projects and activities. Any application that is not complete, and that does not meet these Minimum Threshold Requirements will not be considered for an award of SSP funding.</p>	<ol style="list-style-type: none"> 1) Activity meets one of the three national objectives of : (i) benefit to low and moderate income persons, (ii) prevention or elimination of slum or blight, or (iii) meeting another urgent community need; 2) Activity is eligible for CDBG funding; 3) ERR is complete and SSP application includes signed E-13 (Authority to Use Grant Funds), issued by ADOH prior to submission of the SSP Application. (An E-14 Re-Evaluation of existing ERR with support documents including original E-13, E-1, E-3, E-3.1 must be submitted prior to the SSP application and a new E-13 will be issued); 4) Well- documented evidence of public participation including a list of projects discussed during the public participation process; 5) Applicant has demonstrated capacity to carry out CDBG grant thru previous contract performance; 6) Project is financially viable and proposed expenses and schedules are documented; 7) Proof of land/property control is provided, with documentation of ownership; (if applicable) 8) Acquired permit (if applicable); 9) Planning/design specifications (for non-engineered project only); 10) Application includes evidence of demonstrated need for the project; 11) Project demonstrates <i>primary</i> benefit to low-to-moderate persons; and 12) Applicant provides a clear and concise description of the project.
<p>Project Review The application must show a clear link between the Community’s identified need to the activity’s objective.</p>	<ol style="list-style-type: none"> 1) Applicant provides a clear and concise description of <i>how</i> the project/activity addresses or impacts a priority need; 2) Applicant describes the way the activity will be measured, i.e., hours, jobs, participants, linear feet, etc. 3) Applicant describes how project outcomes will result in increased or improved availability/accessibility, affordability or sustainability for creating suitable living environments, decent housing and/or economic opportunity; 4) Applicant provides evidence of demonstrated capacity to complete proposed activity within 24 months; 5) Applicant provides evidence that preliminary commitment for leveraging funds are being obtained.

	ACTIVITY/PROJECT SPECIFIC THRESHOLDS
Criteria	Explanation
<p><i>Owner-Occupied Housing or Rental Rehabilitation</i> Applicants proposing to carry out this activity must also meet these minimum threshold and application requirements:</p>	<ol style="list-style-type: none"> 1) Application must include a current waiting list of income eligible homeowners/tenants; 2) Application must include a certification letter that work orders and specifications have been completed; 3) Application must include pre-approved and adopted housing rehabilitation guidelines with evidence of ADOH approval (for owner occupied rehab); 4) Application must include a certification letter that they have verified ownership of properties to be assisted (if owner occupied rehab is proposed); 5) Application must include documented evidence of site control by rental housing owner (if rental rehab is proposed); 6) Application must include documentation (contract, agreement) between the landlord and local government that guarantees a certain percentage of units will be available to low-to-moderate-income households (rental rehab only).
<p><i>Foreclosure Counseling Assistance</i> Applicants proposing to carry out this activity must also meet these minimum threshold and application requirements:</p>	<ol style="list-style-type: none"> 1) Pre-approved and adopted foreclosure counseling guidelines; 2) Foreclosure counseling program using HUD Certified foreclosure prevention counselors;
<p><i>Public Services</i> Applicants proposing to carry out this activity must also meet these minimum threshold and application requirements:</p>	<ol style="list-style-type: none"> 1) Comprehensive scope of work; 2) Information qualifying the agency to carry out the type of public service to be provided, or if the service provision is to be bid out, a list of qualified consultants.
<p><i>For Equipment Purchase and Public Works</i> Applicants proposing to carry out this activity must also meet these minimum threshold and application requirements:</p>	<ol style="list-style-type: none"> 1) Application includes completed and detailed specifications for the items to be purchased, complete plans and specifications for construction approved by local government and/or construction; 2) List of qualified bidders selected for solicitation and statement certifying that the local government will select vendors/contractors through a competitive procurement process compliant with CDBG guidelines; 3) Final engineering design drawings, signed and certified (if public works); 4) Proof of site control (if an infrastructure project); 5) Application includes copies of all applicable permits (e.g. zoning, building, Army Corps of Engineers) or letters stating likely approval from the appropriate agencies; 6) Application includes a detailed cost estimate of the project, including any administrative costs.

Criteria	Explanation
<p><i>For Public or Commercial Facilities-New Construction (Public Facilities only) and Renovation</i></p> <p>Applicants proposing to carry out this activity must also meet these minimum threshold and application requirements:</p>	<ol style="list-style-type: none"> 1) Application includes complete construction plans with detailed drawings of the final product; 2) Application includes documentation demonstrating that the applicant owns the land in question with no restrictive agreements is included. If commercial rehab, a deed must be included to demonstrate that the assisted commercial site owns the property; 3) Application includes copies of all applicable permits (e.g. zoning, building, Army Corps of Engineers) or letters stating likely approval from the appropriate agencies.
<p><i>For Economic Development Assistance</i></p> <p>Applicants proposing to carry out this activity must also meet these minimum threshold and application requirements:</p>	<ol style="list-style-type: none"> 1) Application includes a list of qualified business or businesses to be assisted; 2) Applicant identifies a qualified agency capable of conducting or providing the service; 3) If the project will be bid out, application includes a list of qualified consultants/contractors.
	<p>PRIORITY NEEDS OF THE CONSOLIDATED PLAN</p>
<p><i>Addressing Priority Needs</i></p> <p>Priority consideration will be given to applications that demonstrate alignment to the state's Consolidated Plan as updated thru the Fourth Annual Action Plan.</p>	<p>Project aligns with one or more of the priorities of the Consolidated Plan and aligns with the Community's General Plan or Strategic Revitalization/Neighborhood Strategy. i.e.</p> <ol style="list-style-type: none"> a. Project supports activities that help to retain Arizona's affordable housing stock, increase the availability of permanent housing that is affordable to low-income and moderate-income individuals without discrimination and direct homeownership assistance. b. Project creates, enhances or sustains the operation of infrastructure systems affecting the health and safety of community residents. Ex. Rehabilitation and expansion of water and sewer lines, street and sidewalk and flood/drainage improvements. c. Project addresses the problems associated with the availability of affordable housing through the preparation and adoption of an Affordable Housing Plan or the adoption of a Jobs/Housing Balance Plan or the inclusion of affordable housing elements in their General Plan. d. Project targets extremely low-income population, i.e., the percentage of people in the community or target areas with income below poverty level is greater than 40%. e. Project addresses the consequences of subprime lending and foreclosures or helps borrowers obtain counseling to avoid foreclosure. f. Application supports activities that: improves the safety and livability of neighborhoods; revitalizes deteriorating neighborhoods; restores, enhances and preserves natural and physical features of special value for historic, architectural or aesthetic reasons (community character) and economic development.

Selection of Project Awards

Projects will be selected for SSP funding through a competitive process by which applications are scored and prioritized. Scored applications will be kept on file for one year. If funding becomes available through recapture or de-obligated CDBG funds, applications that received a priority ranking will be required to submit updated information and then assessed for financial viability and project feasibility for a potential award of SSP funding.

Selection Notification

ADOH anticipates notifying all applicants within 60 days of receiving the application as to whether they will be funded or not. Applicants approved for funding must be prepared to initiate projects within 30 days of notification.

Contract Terms

Contracts entered into between successful applicants and ADOH will contain schedules reflective of the reasonable amount of time that will be required to undertake the proposed activity. The maximum timeframe for project completion is twenty-four (24) months. The successful applicant must return contract documents with Mayor's/Board Chair's signature within thirty (30) days of their receipt. Contracts not returned within the specified time period will be terminated and funds will be reassigned to the next community.

Post Award Technical Assistance

Upon request, both funded and unfunded applicants will have the opportunity to review their application's evaluation with ADOH staff in order to increase their competitiveness in subsequent application and funding processes.

Arizona Department of Housing

1110 W. Washington, Suite 310

Phoenix, AZ 85007

Telephone (602) 771-1000 Facsimile (602) 771-1002 TDY (602) 771-1001

www.housingaz.com



The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: State Housing Fund Program

REGARDING FUNDING SOURCES: HOME Investment Partnership Program
(HOME) and Housing Trust Fund (HTF)

INFORMATION BULLETIN No. 14-08

ISSUED: August 12, 2008

RE: Intent to Issue Notice of Funding Availability (NOFA) for Housing
Development and Owner-Occupied Housing Rehabilitation/Emergency
Repair Programs

INTENT TO ISSUE NOTICE OF FUNDING AVAILABILITY

This bulletin is to provide advance notice to our partners that the Arizona Department of Housing (ADOH) intends to announce funding availability through the State Housing Fund Program, which is comprised of the HOME Investment Partnerships Program (HOME) and the Housing Trust Fund (HTF) through the process of Notice of Funds Availability (NOFA) this fall. The activities that will be included in these NOFAs are outlined below:

Housing Development

- Permanent supportive rental housing for homeless families and individuals
- Preservation of existing affordable multi-family rental properties (permanent and transitional)
- Development of affordable multi-family rental properties (permanent and transitional)
- Acquisition/Rehabilitation/Resale of single-family units

Owner-Occupied Housing Rehabilitation

- Owner-Occupied Rehabilitation
- Owner-Occupied Emergency Repair

The application process for SHF can be found in the SHF Program Summary and Application Guide. The guide will be available by early September, 2008 and will be available for download from the ADOH website at: www.housingaz.com.

Questions regarding Rental applications may be directed to Julie Barrett at (602) 771-1032; questions regarding Homeownership applications may be directed Kathy Blodgett at (602) 771-1021.



Arizona Department of Housing

1110 W. Washington, Suite 310

Phoenix, AZ 85007

Telephone (602) 771-1000 Facsimile (602) 771-1002 TDY (602) 771-1001

www.housingaz.com



The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: State Housing Fund Program

REGARDING FUNDING SOURCES: HOME Investment Partnership Program
(HOME) and Housing Trust Fund (HTF)

INFORMATION BULLETIN No. 15-08

ISSUED: August 12, 2008

RE: Intent to Issue Notice of Funding Availability (NOFA) for Housing
Development and Owner-Occupied Housing Rehabilitation/Emergency
Repair Programs

INTENT TO ISSUE NOTICE OF FUNDING AVAILABILITY

This bulletin is to provide advance notice to our partners that the Arizona Department of Housing (ADOH) intends to announce funding availability through the State Housing Fund Program, which is comprised of the HOME Investment Partnerships Program (HOME) and the Housing Trust Fund (HTF) through the process of Notice of Funds Availability (NOFA) this fall. The activities that will be included in these NOFAs are outlined below:

Housing Development

- i) Permanent supportive rental housing for homeless families and individuals
- ii) Preservation of existing affordable multi-family rental properties
(permanent and transitional)
- iii) Development of affordable multi-family rental properties
(permanent and transitional)
- iv) Acquisition/Rehabilitation/Resale of single-family units for

Owner-Occupied Housing Rehabilitation

- v) Owner-Occupied Rehabilitation
- vi) Owner-Occupied Emergency Repair

The application process for SHF can be found in the SHF Program Summary and Application Guide. The guide will be available by early September, 2008. The guide can be downloaded from the ADOH website at: www.housingaz.com.

Questions regarding Rental applications may be directed to Julie Barrett at (602) 771-1032; questions regarding Homeownership applications may be directed Kathy Blodgett at (602) 771-1021.

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The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS:

RENTAL

REGARDING FUNDING SOURCES:

Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 16-08

ISSUED: August 15, 2008

RE: Announces substantial changes and modifications to the 2008 QAP to all participants and friends of the Low Income Housing Tax Credit Program.

On Friday, August 15, 2008, the Director authorized a notice of important changes to the 2008 Qualified Allocation Plan for the Low Income Housing Tax Credit Program. ADOH is changing the plan in response to recent changes to the LIHTC program by the Housing and Economic Recovery Act of 2008 that was signed into law on July 30, 2008, and in response to recent trends in the multi-family rental market.

There are five important changes. Most importantly, the 2008 QAP has been amended to allow applicants who did not receive tax credits in the 2008 Annual Allocation Round to correct and resubmit their applications for remaining 2008 tax credits and 2009 tax credits. Applications for the resubmittal allocation round must be submitted by October 1, 2008. In addition, ADOH will not be publishing a 2009 QAP this fall, rather 2009 tax credits will be allocated through the 2008 QAP.

The notice also describes the procedures and eligibility requirements for claiming the full 9-percent credit for projects reserved tax credits in a competitive round in 2007 and 2008. Applications claiming the full 9-percent credit must be submitted by September 15, 2008.

The deadline for allocation of 2009 hardship tax credits has been extended to June 1, 2009.

2009 tax credits remaining after allocation to the 2008 resubmitted applications and 2009 hardship projects may be available for reservation through a competitive round through a newly adopted QAP in late 2009.

The notice also describes underwriting considerations for mixed-use projects.

ADOH welcomes comments that raise serious concerns about the practicability of the timelines and underwriting considerations described in the notice. Written comments may be submitted to gapcomments@housingaz.com. Comments to the notice must be received no later than August 29, 2008.

Click here to view the [2008 Resubmittal Allocation Round Notice](#).

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The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: State Housing Fund Program

**REGARDING FUNDING SOURCES: HOME Investment Partnerships Program (HOME)
and Housing Trust Fund (HTF)**

INFORMATION BULLETIN No. 17-08

ISSUED: September 8, 2008

**RE: Notice of Funding Availability for State Housing Funds
Rental Housing**

NOTICE OF FUNDING AVAILABILITY

The Arizona Department of Housing (the Department) is pleased to announce a Notice of Funding Availability (NOFA) for funding through the State Housing Fund (SHF) which is comprised of the HOME Investment Partnerships Program (HOME) and the Housing Trust Fund (HTF). This NOFA is for the preservation of existing and/or the development of affordable multi-family rental properties (permanent and transitional). For FY2009, the Department expects to allocate approximately \$6,250,000.00 in SHF of which \$2,000,000.00 is set aside specifically for permanent and/or permanent supportive housing for homeless populations and \$1,000,000.00 is set aside for HOME CHDO projects. The Department will determine, in its sole discretion, which source of funds will be awarded. The SHF will be allocated through one competitive funding round and the application submission deadline is November 14th, 2008 at 4:00 p.m.

The Application process for SHF can be found in the SHF Program Summary and Application Guide. The guide can be downloaded from the ADOH website at: www.housingaz.com.

GENERAL OVERVIEW

The mission of the Department is to “provide housing and community revitalization to benefit the people of Arizona”. The Rental Housing Objectives for FY2009 are:

1. Increase, through new development, the availability of affordable rental housing.
2. Improve, through acquisition/rehabilitation, the quality of rental housing.

In response to the Department’s Rental Housing Objectives, this NOFA is being issued for the purpose of providing gap financing for the preservation and/or the development of transitional and permanent rental projects.

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

1. Completeness review.
2. Threshold review.
3. Scoring.
4. Financial and Technical review.
5. Funding review - In some cases the Department will make a site inspection a part of the funding review.

Funding Sources of the State Housing Fund

State Housing Trust Funds (HTF): Housing Trust Fund is the most flexible and easiest to incorporate for projects. Established in 1988 by the Arizona State Legislature, the Housing Trust Fund (HTF) was created to provide a flexible funding source to assist in meeting the housing needs of low-income families in Arizona. Legislation governing the Housing Trust Fund is published at A.R.S. 41-3955 and A.R.S. 44-313. The Housing Trust Fund is funded from a 55 percent allocation of unclaimed property deposits, interest on unexpended funds, loan repayments and recaptured funds. By statute, 36 percent of the annual allocation is specifically designated for use in rural areas of the State.

Federal HOME Funds (HOME): The HOME Investment Partnerships Program (HOME) funds are allocated to the State through the U.S. Department of Housing and Urban Development (HUD). HOME was created by the National Affordable Housing Act of 1990 (NAHA). The statutory purpose of the HOME program is, ". . . to increase the number of families served with decent, safe, sanitary, and affordable housing and expand the long-term supply of affordable housing . . .". HOME funds are subject to all the federal requirements and regulations that apply to the HOME program. Regulations governing the HOME Investment Partnership Program are published at 24 CFR Part 92 (Final Rule, published September 16, 1996. Revised Final Rule amendments were published October 31, 2002.). Applicants are encouraged to become familiar with Federal regulations. The regulations and corresponding clarification notices can be found at: <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/>.

Eligibility Criteria

This NOFA is targeting the preservation of existing and/or the development of affordable multi-family rental properties (permanent and transitional) which meet the following criteria:

- Permanent and transitional.
- Acquisition/Rehabilitation, Rehabilitation of existing affordable rental housing.
- The *minimum* application request for SHF gap financing is \$200,000.
- The *maximum* application request for SHF gap financing is \$750,000.
- For HUD Section 202/811 projects, firm and final commitments must be expected within 90 days of the application submission deadline.
- Applicant must provide evidence of their pursuit of funding from the local jurisdiction prior to the submittal for State Housing Funds.
- Other Eligibility Criteria is found in the SHF Program Summary and Application Guide: Refer to Chapter 1 -General State Housing Fund Overview, Chapter 2 – The Funding Process and Chapter 4 – Rental Development.

Eligible Applicants

Eligible applicants are limited to:

- Units of local government, including cities, towns and counties.
- Tribal Governments, tribally designated housing entities, and housing authorities.
- Public Housing Authorities.
- Regional Councils of Government.
- Other State Agencies.
- Non-Profit Agencies, including Community Housing Development Organizations (CHDOs).
- Private development agencies.

All applicants must be authorized to conduct business in Arizona. Applicants (and all of their team members) must not have outstanding or unresolved contractual, property, or beneficiary-related compliance issues with **any** Federal programs, or programs of the Department, the Arizona Housing Finance Authority or any other applicable State or Federal Agency.

Eligible Projects and Properties

A project is defined as a site or sites together with any building(s) that are under common ownership, management and financing and are to be assisted as a single undertaking. Single-family rental properties (scattered site) and multi-family properties are eligible. There are several types of projects that may be funded:

- Standard projects include units that have one or more bedrooms, living, kitchen, dining and sanitary facilities. Structures may be single-family rental (scattered site) or multi-family units.
- Single Room Occupancy (SRO) units must contain both food preparation and sanitary facilities within the unit.

NOTE: Projects following a Group Home design are not eligible for funding.

Permanent and/or Permanent Supportive Housing for Homeless Set-Aside Criteria

Individuals or families are considered homeless when they lack a fixed, regular and adequate night-time residence, and includes those who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in a supervised publicly or privately operated shelter designed to provide temporary living accommodations; or a public or private place not designed for, or ordinarily used as regular sleeping accommodation for human beings (i.e. cars, parks, abandoned buildings, substandard housing, bus or train stations or similar settings).

The Department has adopted the following Permanent Supportive Housing definition as provided by the Corporation for Supportive Housing.

A permanent supportive housing unit is defined by the following elements:

- The unit is available to, and intended for, a person or family whose head of household is homeless, or at-risk of homelessness, and has multiple barriers to employment and housing stability, which might include mental illness, chemical dependency, and/or other disabling or chronic health conditions;
- The tenant household ideally pays no more than 30% of household income towards rent and utilities, and never pays more than 50% of income toward such housing expenses;
- The tenant household has a lease (or similar form of occupancy agreement) with no limits on length of tenancy, as long as the terms and conditions of the lease or agreement are met;

- The unit's operations are managed through an effective partnership among representatives of the project owner and/or sponsor, the property management agent, the supportive services providers, the relevant public agencies, and the tenants;
- All members of the tenant household have easy, facilitated access to a flexible and comprehensive array of supportive services designed to assist the tenants to achieve and sustain housing stability.
- Service providers proactively seek to engage tenants in on-site and community-based supportive services but participation in such supportive services is not a condition of ongoing tenancy.
- Service and property management strategies include effective, coordinated approaches for addressing issues resulting from substance use, relapse, and mental health crises, with a focus on fostering housing stability.

NOTE: Beginning in FY2010 the Department will give priority to supportive housing projects that are structured using a mixed-use property model. The Department will also give priority to projects that are permanent housing; exceptions will be made for those projects serving victims of domestic violence or persons suffering from substance abuse disorders.

Maximum Applicant Funding

The maximum limit of SHF available per project is \$750,000. No single applicant (including the developer, if the primary applicant is not also the developer) will be awarded more than \$750,000 in any 12 month period from the SHF for projects within Maricopa and/or Pima County.

Applicants with gaps of less than \$200,000 are not eligible to apply for SHF gap financing.

Application and Threshold Review Criteria

The review criterion is set forth in Chapters 2 and 4 of the SHF Program Summary Application Guide available on the ADOH website at: www.housingaz.com.

Underwriting

Projects will be underwritten and a subsidy layering review performed to determine whether or not additional public funding is needed. The Department will determine, in its sole discretion, which source of funds will be awarded. Applicants should plan their projects under the assumption that the more restrictive federal HOME funds may be provided.

Funding Determinations

The SHF Application must meet the SHF eligibility, application review, and underwriting criteria. Award of SHF is subject to the availability of the funds provided to the Department for the SHF program (federal HOME and state HTF). Competitive funding criteria can be found in Chapter 2 of the SHF Program Summary and Application Guide.

Funding Notification

The Department will make every effort to make its funding decisions within 60 days, depending on 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.

Application Submission

Submit one (1) original and two (2) copies of the completed application (total of three applications).

Applicants must complete their application packages as described under Application Format, completing all required sections and required supporting documentation, submitting one original and two copies (3 copies total). Incomplete applications, application packages missing documentation or application packages not filed in triplicate will not be accepted for review. This application package and any subsequent revisions or clarifications, if approved for funding, will become part of the agreement with the Department.

Application Format

Applications must be typewritten or computer generated. Applicants are not to revise the formatting of these forms in any way. A copy of this application is available by US Mail, on diskette, by e-mail, or at the Department's website: www.housingaz.com.

Application material must be:

- **Bound in a 3 ring binder**
- **8 ½ x 11 format**
- **single-sided**
- **indexed and tabbed to correspond with the application checklist**

In instances where the documentation is not applicable to a project, the tab must still be included and a single sheet indicating "N/A" and a statement describing the reason(s) the item is not applicable should be included in this space. The tabulation format should not be altered in any way.

Application Deadline

Applications are due (must be in the possession of the Department) no later than 4:00 p.m. on November 14th, 2008.

Applications delivered after 4:00 p.m. on the deadline date noted above will not be accepted.

Applications must be delivered to:

**Attn: State Housing Fund
Arizona Department of Housing
1110 West Washington Street, Suite 310
Phoenix, Arizona 85007**

Questions regarding Rental applications may be directed to Julie Barrett at (602) 771-1032 or julieb@housingaz.com.



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The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: HOMEOWNERSHIP

**REGARDING FUNDING SOURCES: HOME Investments Partnership Program
(CHDO Set Aside)**

INFORMATION BULLETIN No. 18-08

ISSUED: September 8, 2008

**RE: Notice of Funding Availability for State Housing Funds
Homeownership Program**

NOTICE OF FUNDING AVAILABILITY

The Arizona Department of Housing (the Department) is pleased to announce a Notice of Funding Availability (NOFA) for funding through the State Housing Fund (SHF) HOME Investment Partnerships Program CHDO Set-Aside (HOME CHDO). This NOFA is for acquisition/rehabilitation/resale of affordable single family homeownership properties. For FY2009, the Department expects to allocate approximately \$500,000.00 in SHF from the HOME CHDO set aside. The SHF will be allocated through one competitive funding round and the application submission deadline is November 14th, 2008 at 4:00 p.m.

The Application process for SHF can be found in the SHF Program Summary and Application Guide. The guide can be downloaded from the Department's website at: www.housingaz.com.

GENERAL OVERVIEW

The mission of the Department is to "provide housing and community revitalization to benefit the people of Arizona". For FY2009 the Homeownership priorities are to increase the availability/accessibility and affordability of decent housing, and to provide suitable living environments.

In response to the Department's Homeownership priorities, this NOFA is being issued for the purpose of providing gap financing for acquisition/rehabilitation/resale of affordable single family homeownership properties.

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

1. Completeness review.
2. Threshold review.
3. Scoring.
4. Financial and Technical review.
5. Funding review - In some cases the Department will make a site inspection a part of the funding review.

Funding Sources of the State Housing Fund

Federal HOME Funds (HOME): The HOME Investment Partnerships Program (HOME) funds are allocated to the State through the U.S. Department of Housing and Urban Development (HUD). HOME was created by the National Affordable Housing Act of 1990 (NAHA). The statutory purpose of the HOME program is, ". . . to increase the number of families served with decent, safe, sanitary, and affordable housing and expand the long-term supply of affordable housing . . .". HOME funds are subject to all the federal requirements and regulations that apply to the HOME program. Regulations governing the HOME Investment Partnership Program are published at 24 CFR Part 92 (Final Rule, published September 16, 1996. Revised Final Rule amendments were published October 31, 2002.). Applicants are encouraged to become familiar with Federal regulations. The regulations and corresponding clarification notices can be found at: <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/>.

Community Housing Development Organizations (CHDOs).

Community Housing Development Organizations (CHDOs) are specially formed non-profit organizations established pursuant to HOME regulations and certified by the Department. The Department is required to set aside 15 percent of its HOME allocation for CHDO sponsored development projects. Organizations wishing to apply for funds from the CHDO set-aside must be certified by the Department prior to making application. CHDO-designation applications and information are available on request.

Eligibility Criteria

This NOFA is targeting acquisition/rehabilitation/resale of affordable single family homeownership properties which meet the following criteria:

- The property may be one of the following types of residences:
 - Single-family unit.
 - Town-home unit.
 - Condominium unit.
 - Manufactured housing, but only if the unit:
 - is situated on a permanent foundation, as evidenced by certification, and is connected to permanent utility hook-ups;
 - is located on land that is held in fee-simple title, or long-term ground lease with a term of at least 99 years (50 years for tribal land);
 - meets the construction standards of 24 CFR 3280 if produced after June 15, 1976; or meets applicable local and/or State codes if produced prior to June 15, 1976; and
 - meets all other requirements of Chapter 3 of the SHF Program Summary and Application Guide.
- The *maximum* application request for SHF gap financing is \$500,000.
- Applicant must provide evidence of their pursuit of funding from the local jurisdiction prior to the submittal for State Housing Funds.
- Properties that are currently occupied by renters, including businesses, are subject to the Uniform Relocation Act. The Department discourages displacement except where a special public purpose is served or where there are no alternatives. Contact the Department prior to applying.
- Other Eligibility Criteria is found in the SHF Program Summary and Application Guide: Refer to Chapter 1 -General State Housing Fund Overview, Chapter 2 – The Funding Process and Chapter 3 – Homeownership Development.

Eligible Applicants

Eligible applicants are limited to:

- Community Housing Development Organizations (CHDOs)

All applicants must be authorized to conduct business in Arizona.

Application and Threshold Review Criteria

The review criterion is set forth in Chapters 2 and 3 of the SHF Program Summary Application Guide available on the Department's website at: www.housingaz.com.

Underwriting

Projects will be underwritten and a subsidy layering review performed to determine whether or not additional public funding is needed.

Funding Determinations

The SHF Application must meet the SHF eligibility, application review, and underwriting criteria. Award of SHF is subject to the availability of the funds provided to the Department for the SHF Program (federal HOME CHDO Set-aside). Competitive funding criteria can be found in Chapter 2 of the SHF Program Summary and Application Guide.

Funding Notification

The Department will make every effort to make its funding decisions within 60 days, depending on 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.

Application Submission

Submit one (1) original and two (2) copies of the completed application (total of three applications).

Applicants must complete their application packages as described under Application Format, completing all required sections and required supporting documentation, submitting one original and two copies (3 copies total). Incomplete applications, application packages missing documentation or application packages not filed in triplicate will not be accepted for review. This application package and any subsequent revisions or clarifications, if approved for funding, will become part of the agreement with the Department.

Application Format

Applications must be typewritten or computer generated. Applicants are not to revise the formatting of these forms in any way. A copy of this application is available by US Mail, on diskette, by e-mail, or at the Department's website: www.housingaz.com.

Application material must be:

- **Bound in a 3 ring binder**
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- **single-sided**
- **indexed and tabbed to correspond with the application checklist**

In instances where the documentation is not applicable to a project, the tab must still be included and a single sheet indicating "N/A" and a statement describing the reason(s) the item is not applicable should be included in this space. The tabulation format should not be altered in any way.

Application Deadline

Applications are due (must be in the possession of the Department) no later than 4:00 p.m. on November 14th, 2008.

Applications delivered after 4:00 p.m. on the deadline date noted above will not be accepted.

Applications must be delivered to:

**Attn: State Housing Fund
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Questions regarding Homeownership applications may be directed to Kathy Blodgett at (602) 771-1021 or kathyb@housingaz.com.



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The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: State Housing Fund Program

REGARDING FUNDING SOURCES: HOME Investment Partnerships Program (HOME)

INFORMATION BULLETIN No. 19-08

ISSUED: September 8, 2008

**RE: Notice of Funding Availability for State Housing Funds
Owner Occupied Housing Rehabilitation**

NOTICE OF FUNDING AVAILABILITY

The Arizona Department of Housing (the Department) is pleased to announce a Notice of Funding Availability (NOFA) for funding through the State Housing Fund (SHF), HOME Investment Partnerships Program (HOME). This NOFA is for housing rehabilitation programs for owner occupied single family dwellings. For FY2009, the Department expects to allocate approximately \$3,000,000.00 in SHF. The SHF will be allocated through one competitive funding round and the application submission deadline is November 14th, 2008 at 4:00 p.m.

The Application process for SHF can be found in the SHF Program Summary and Application Guide. The guide can be downloaded from the ADOH website at: www.housingaz.com.

GENERAL OVERVIEW

The mission of the Department is to “provide housing and community revitalization to benefit the people of Arizona”. The Owner Housing Objective for FY2009 is:

- To improve through owner-occupied housing rehabilitation programs, the quality of owner-occupied housing.

In support of this Objective, the Department will allocate HOME funds to activities that improve the condition of housing units to meet the following standards:

- State’s Rehabilitation Standards.
- Local codes, zoning and ordinances, or if no Local code exists, meet model building codes.
- Newly constructed (reconstructed) units must meet Model Energy Code and Energy Star standards.

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

1. Completeness review.
2. Threshold review.
3. Scoring.
4. Financial and Technical review.
5. Funding review - In some cases the Department will make a site inspection a part of the funding review.

Eligible Activities

Rehabilitation of owner-occupied housing units, including:

- **Reconstruction**

When the cost to rehabilitate the existing housing unit is in excess of the cost to replace the unit, then reconstruction is an eligible activity. Reconstruction is eligible to the extent that the replacement unit will be situated on the same property as the existing unit and the replacement unit is substantially the same as the existing unit, except when a larger or smaller unit is necessary to comply with property standards or local zoning, codes or ordinances. Reconstruction includes replacement of existing manufactured housing. Unit being replaced must be demolished and removed from the property receiving assistance.

- **Refinancing**

Refinancing existing debt that is secured by the existing housing unit is an eligible activity only if State funds loaned for rehabilitation and refinancing will result in a lower overall housing cost than would result from any other combination of loans. For example:

A homeowner is seeking rehabilitation assistance. They have an outstanding principal balance on their first mortgage of \$30,000, at 10% interest, with a monthly payment of \$263. The cost of rehabilitation is \$15,000. The rehabilitation agency is offering a rehabilitation loan at 4% for a 20-year term, with a monthly cost to the homeowner of \$91. The monthly payments for both loans would total \$354, making participation in the rehabilitation program a financial burden for the homeowner. Using State funds to refinance the first mortgage and include the rehabilitation loan would result in a monthly cost of \$273, a lower overall housing cost.

Eligible Applicants

Eligible applicants are limited to:

- Units of local government, including cities, towns and counties.
- Tribal Governments, tribally designated housing entities, and housing authorities.
- Public Housing Authorities.
- Regional Councils of Government.
- Other State Agencies.
- Non-Profit Agencies, including Community Housing Development Organizations (CHDOs).
- Private development agencies.

All applicants must be authorized to conduct business in Arizona.

Eligible Beneficiaries

All assisted homeowners must meet the following guidelines:

- Have an annual gross income that does not exceed 80 percent of the area median income adjusted by household size.
- The household must be income eligible at the time the rehabilitation commitment is made to the homeowner.
- Certify that they occupy the property as their principal and only residence.

Eligible Property Types

The following property types are eligible:

- Single-family (one-unit structures).
- Condominium units.
- Manufactured housing only if the unit upon completion will be:
 - located on a permanent foundation (requires certification) and is connected to permanent utility hook-ups;
 - is located on land that is held in fee-simple title, or long-term ground lease with a term of at least 99 years (50 years for tribal land);
 - meets the construction standards of 24 CFR 3280 if manufactured after June 15, 1976; or, meets applicable local and/or state codes if manufactured prior to June 15, 1976; and
 - meets all other requirements of Chapter 5 of the SHF Program Summary and Application Guide.

Maximum Applicant Funding

The maximum limit of SHF available per project is \$500,000. No single applicant will be awarded more than \$500,000 in any 12 month period from the SHF.

Application and Threshold Review Criteria

The review criterion is set forth in Chapters 2 and 5 of the SHF Program Summary Application Guide available on the ADOH website at: www.housingaz.com.

Competitive Funding Determinations

The SHF Application must meet the SHF eligibility, application review, and threshold criteria. Award of SHF is subject to the availability of the funds provided to the Department for the SHF Program. Competitive funding criteria are utilized to make funding decisions. Only applications that meet thresholds are competitively scored. Competitive funding criteria can be found in Chapter 2 of the SHF Program Summary and Application Guide.

Funding Notification

The Department will make every effort to make its funding decisions within 60 days, depending on 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.

Application Submission

Submit one (1) original and one (1) copy of the completed application (total of two applications).

Applicants must complete their application packages as described under Application Format, completing all required sections and required supporting documentation, submitting one original and one copy (2 copies total). Incomplete applications, application packages missing documentation or application packages not filed in duplicate will not be accepted for review. This application package and any subsequent revisions or clarifications, if approved for funding, will become part of the agreement with the Department.

Application Format

Applications must be typewritten or computer generated. Applicants are not to revise the formatting of these forms in any way. A copy of this application is available by US Mail, on diskette, by e-mail, or at the Department's website: www.housingaz.com.

Application material must be:

- **Bound in a 3 ring binder**
- **8 ½ x 11 format**
- **single-sided**
- **indexed and tabbed to correspond with the application checklist**

In instances where the documentation is not applicable to a project, the tab must still be included and a single sheet indicating "N/A" and a statement describing the reason(s) the item is not applicable should be included in this space. The tabulation format should not be altered in any way.

Application Deadline

Applications are due (must be in the possession of the Department) no later than 4:00 p.m. on November 14th, 2008.

Applications delivered after 4:00 p.m. on the deadline date noted above will not be accepted.

Applications must be delivered to:

**Attn: State Housing Fund
Arizona Department of Housing
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Questions regarding Homeownership applications may be directed to Kathy Blodgett at (602) 771-1021 or kathyb@housingaz.com.



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The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: State Housing Fund Program

REGARDING FUNDING SOURCES: Housing Trust Fund (HTF)

INFORMATION BULLETIN No. 20-08

ISSUED: September 8, 2008

**RE: Notice of Funding Availability for State Housing Funds
Owner Occupied Housing Emergency Repair**

NOTICE OF FUNDING AVAILABILITY

The Arizona Department of Housing (the Department) is pleased to announce a Notice of Funding Availability (NOFA) for funding through the State Housing Trust Fund (HTF). This NOFA is for emergency repair programs for owner occupied single family dwellings. For FY2009, ADOH expects to allocate approximately \$2,250,000.00 in SHF. The SHF will be allocated through one competitive funding round and the application submission deadline is November 14th, 2008 at 4:00p.m.

The Application process for SHF can be found in the SHF Program Summary and Application Guide. The guide can be downloaded from the ADOH website at: www.housingaz.com.

GENERAL OVERVIEW

The mission of the Department is to “provide housing and community revitalization to benefit the people of Arizona”. The Owner Housing Objective for FY2009 is:

- To improve through owner-occupied housing rehabilitation programs, the quality of owner-occupied housing.

In support of this Objective, the Department will allocate State Housing Trust Funds to activities that eliminate one or more hazardous conditions, which threaten the health and safety of the owner-occupants, helping retain Arizona’s affordable housing stock.

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

1. Completeness review.
2. Threshold review.
3. Scoring.
4. Financial and Technical review.
5. Funding review - In some cases the Department will make a site inspection a part of the funding review.

Eligibility Criteria

This NOFA is targeting owner-occupied housing emergency repair programs. State Housing Funds may be used for basic emergency repair when:

- The assisted housing unit has one or more hazardous conditions that threaten the health and safety of the occupants; and
- The cost to rectify the hazardous conditions does not exceed \$15,000; and
- Correction of hazardous conditions will result in a unit that is decent, safe and sanitary, including single purpose activities such as handicapped accessibility or lead-based paint removal.

OR

- The owner and assisted housing unit are on a wait list to receive assistance through an Owner-occupied Housing Rehabilitation program; and
- Correction of the hazardous condition(s) is necessary to avoid displacement of the owner occupants. All repairs undertaken must meet the Department's rehabilitation standards.
NOTE: Emergency repair funding cannot be used to replace adequately functioning systems that do not present a hazardous or health and safety condition.
- The *maximum* application request for SHF is \$250,000.
- Other Eligibility Criteria is found in the SHF Program Summary and Application Guide: Refer to Chapter 1 -General State Housing Fund Overview, Chapter 2 – The Funding Process and Chapter 6 – Owner-Occupied Housing Emergency Repair Programs.

Eligible Applicants

Eligible applicants are limited to:

- Units of local government, including cities, towns and counties.
- Tribal Governments, tribally designated housing entities, and housing authorities.
- Public Housing Authorities.
- Regional Councils of Government.
- Other State Agencies.
- Non-Profit Agencies, including Community Housing Development Organizations (CHDOs).
- Private development agencies.

All applicants must be authorized to conduct business in Arizona.

Eligible Beneficiaries

All assisted homeowners must meet the following guidelines:

- Have an annual gross income that does not exceed 80 percent of the area median income adjusted by household size.

- The household must be income eligible at the time the emergency repair commitment is made to the homeowner.
- Certify that they occupy the property as their principal and only residence.

Eligible Property Types

The following property types are eligible:

- Single-family (one-unit structures).
- Condominium units.
- Manufactured housing only if the unit upon completion will be:
 - located on a permanent foundation (requires certification) and is connected to permanent utility hook-ups;
 - is located on land that is held in fee-simple title, or long-term ground lease with a term of at least 99 years (50 years for tribal land);
 - meets the construction standards of 24 CFR 3280 if produced after June 15, 1976; or meets applicable local and/or State codes if produced prior to June 15, 1976; and
 - meets all other requirements of Chapter 6 of the SHF Program Summary and Application Guide.

Maximum Applicant Funding

The maximum limit of SHF available per project is \$250,000. No single applicant will be awarded more than \$250,000 in any 12 month period from the SHF.

Application and Threshold Review Criteria

The review criterion is set forth in Chapters 2 and 6 of the SHF Program Summary Application Guide available on the ADOH website at: www.housingaz.com.

Competitive Funding Determinations

The SHF Application must meet the SHF eligibility, application review, and threshold criteria. Award of SHF is subject to the availability of the funds provided to the Department for the SHF Program. Competitive funding criteria are utilized to make funding decisions. Only applications that meet thresholds are competitively scored. Competitive funding criteria can be found in Chapter 2 of the SHF Program Summary and Application Guide.

Funding Notification

The Department will make every effort to make its funding decisions within 60 days, depending on 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.

Application Submission

Submit one (1) original and one (1) copy of the completed application (total of two applications).

Applicants must complete their application packages as described under Application Format, completing all required sections and required supporting documentation, submitting one original and

one copy (2 copies total). Incomplete applications, application packages missing documentation or application packages not filed in duplicate will not be accepted for review. This application package and any subsequent revisions or clarifications, if approved for funding, will become part of the agreement with the Department.

Application Format

Applications must be typewritten or computer generated. Applicants are not to revise the formatting of these forms in any way. A copy of this application is available by US Mail, on diskette, by e-mail, or at the Department's website: www.housingaz.com.

Application material must be:

- **Bound in a 3 ring binder**
- **8 ½ x 11 format**
- **single-sided**
- **indexed and tabbed to correspond with the application checklist**

In instances where the documentation is not applicable to a project, the tab must still be included and a single sheet indicating "N/A" and a statement describing the reason(s) the item is not applicable should be included in this space. The tabulation format should not be altered in any way.

Application Deadline

Applications are due (must be in the possession of the Department) no later than 4:00 p.m. on November 14th, 2008.

Applications delivered after 4:00 p.m. on the deadline date noted above will not be accepted.

Applications must be delivered to:

**Attn: State Housing Fund
Arizona Department of Housing
1110 West Washington Street, Suite 310
Phoenix, Arizona 85007**

Questions regarding Homeownership applications may be directed to Kathy Blodgett at (602) 771-1021 or kathyb@housingaz.com.



Arizona Department of Housing
1110 W. Washington, Suite 310
Phoenix, AZ 85007
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The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: RENTAL

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 21-08

ISSUED: September 9, 2008

**RE: Summary of Comments and Responses o the August 15, 2008
Notice of Changes to 2008 Qualified Allocation Plan**

In response to the changes to the Low Income Housing Tax Credit Program included in the Housing and Economic Recovery Act of 2008 (the "HERA"), the Arizona Department of Housing, on August 15, 2008 published the Notice of Changes to the 2008 Qualified Allocation Plan (the "QAP") and Notice of 2008 Resubmittal Allocation Round announcing substantial changes and modifications to the 2008 QAP. The attached [Summary of Comments and Responses](#) is intended to provide a response to the public comment and feedback that the ADOH received regarding the Notice of Change.

Note: ADOH will defer the deadline for submitting application for the 2008 Resubmittal Allocation Round until Friday, October 17, 2008, at precisely 4:00 p.m. (MST).



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The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: RENTAL COMPLIANCE

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 22-08

ISSUED: September 9, 2008

**RE: CHANGES TO LOW-INCOME HOUSING TAX CREDIT
PROGRAM REQUIREMENTS RESULTING FROM H.R. 3221**

On July 30, 2008, President Bush signed into law the Housing and Economic Recovery Act of 2008 (H.R. 3221), thereby changing several provisions of the Low-Income Housing Tax Credit (LIHTC) program.

This bulletin represents a first draft of proposed changes to program requirements for LIHTC properties in Arizona and provides details on how the Arizona Department of Housing (ADOH) intends to apply the Compliance related provisions of this legislation.

Written comment on these draft changes is welcome. Comments should be sent to Renée Serino, Housing Compliance Administrator, at renees@housingaz.com or at the address or fax number below. Please provide comments by October 6, 2008.

PROPOSED CHANGES AND CLARIFICATIONS

Treatment of Rural Projects (Section 3004(f))

- Effective for determinations after the enactment, all Rural projects which are not tax-exempt bond financed are now able to use the greater of the area median gross income standard or the national nonmetropolitan median gross income standard.

Foster Youth Exempted from Student Rule (Section 3004(e))

- Effective for determinations after the enactment, this provision adds to the current student exceptions, an exception for students who previously received foster care.

Clarification of General Public Use Requirement (Section 3004(g))

- Effective for buildings placed in service before, on, or after the date of enactment, this provision specifies that a project shall not fail to meet the general public use rule because of a special occupancy requirement such as (1) tenants with special needs, (2) tenants who are members of a specified group under a federal program or a State program, or policy that supports housing for such a specified group, or (3) those who are involved in artistic or literary activities. All LIHTC projects must continue to abide by housing discrimination policies; projects may not restrict occupancy based on membership in social organizations, or employment by a specific employer.

Exception to Annual Current Income Determination Requirement... (Section 3010)

- Exception applies to years ending after the date of the enactment.
- Exception does not apply to mixed income LIHTC properties with market units. Current annual income recertification requirements will continue to apply to these properties.
- Exception does not apply to LIHTC properties with deep-rent skewed units set-aside in the project's LURA. In order to maintain the state specified unit mix outlined in the LURA, continued income recertifications will be required for these properties. Recertifications will identify deep-skewed households that have exceeded 140% of the applicable income limit and should be reclassified in a higher set-aside. Annual income recertifications on these properties will also help identify households with decreases in income who may now be eligible for a previously unattainable deep rent skewed unit.
- Owners of qualified 100% LIHTC properties who wish to utilize this exception must submit a written request to ADOH indicating their intention. Owners must also submit to ADOH a signed certification confirming that during the previous calendar year no residential unit in the project was occupied by a new resident whose income exceeded the applicable income limit. ADOH will provide both forms for owner's convenience and to maintain consistency.
- ADOH will confirm receipt of written owner request and certification and will provide written authorization to discontinue third party verifications of tenant income with the following continued requirements:
 1. Completion of a thorough initial certification at move-in, including all currently required 3rd party verifications and supporting documentation.

2. One annual recertification, on the first anniversary of move-in, including all currently required 3rd party verifications and supporting documentation. ADOH feels that completion of at least one annual recertification is essential to ensure initial household program eligibility.
 3. Completion of a revised household certification and tenant self-certification of income annually thereafter. ADOH feels that it is important to continue a revised recertification process in order to properly track changes in household composition and student status. Revised TIC and income self-certification forms will be created by ADOH.
- If at any time it is discovered, either through annual report review or on-site monitoring visit, that a low-income unit was occupied by an over income household, the property will be regarded as ineligible for the exception described above during the year in which the household was erroneously qualified. Households that were not recertified during any affected year will be reported as such to the Internal Revenue Service on IRS Form 8823.
 - All other requirements under the property's LURA and Section 42 remain in place. This exception only relieves certain income recertification requirements for qualified properties in the Low-Income Housing Tax Credit program. It does not waive the property's recertification requirements for other programs such as HOME, HTF, the Section 8 Housing Choice Voucher program, etc.

This bulletin is not intended to be an all-inclusive summary of the compliance-related changes that will occur as a result of this legislation. Additional updates, including new requirements regarding tenant data collection and revised rules for utility allowance calculations, will be released by ADOH as they become available.



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The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: Rental and Homeownership Development

REGARDING FUNDING SOURCES: HOME Investment Partnership Program

INFORMATION BULLETIN No. 23-08

ISSUED: September 18, 2008

RE: State of Arizona now accepting Community Housing Development Organization (CHDO) certification applications from all qualified nonprofits working in Arizona

For a number of years the Arizona Department of Housing (ADOH) has had a moratorium on the certification of nonprofit organizations as new State-certified Community Housing Development Organizations (CHDOs) if such organizations were working solely in urban areas of the state of Arizona (i.e., focused solely on the development of projects in Maricopa and Pima Counties.) This moratorium was due to the large number of urban-focused CHDOs already working in the state and its desire to assure the expansion of CHDOs into rural areas of Arizona and the availability of HOME CHDO funds for rural projects out of the State's annual allocation. This moratorium has been lifted. ADOH will now entertain CHDO certification applications from any eligible non-profit currently working in the state. ADOH will continue, however, to prioritize rural projects through application scoring.

CHDO applications may be submitted at any time. The required application and State-CHDO information is available on the ADOH website by clicking [here](#). Questions regarding the CHDO certification process may be referred to Carol Ditmore, Assistant Deputy Director/Operations, at (602) 771-1062.

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The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: Community Development & Revitalization

REGARDING FUNDING SOURCES: CDBG/HOUSING TRUST FUND

INFORMATION BULLETIN No. 24-08

ISSUED: October 7, 2008

RE: Fair Housing Complaint and Referral Procedure

On March 31, 2006, the Arizona Department of Housing submitted an Analysis of Impediments to Fair Housing Choice to the U.S. Department of Housing and Urban Development. Contained in that document were nine identified impediments that the state must strive to diminish and/or eliminate. Two of the impediments directly relate to communities that receive Community Development Block Grants (CDBG) through the state's program. They are:

- "There is a need to improve the process for a fair housing complaint referral in many non-metro communities."
- "Information gathering and monitoring fair housing performance needs to be improved."

To that end, ADOH has implemented a complaint and referral procedure that all CDBG recipients must follow.

Attached are the following documents:

- Fair Housing Complaint/Referral Form
- Fair Housing Complaint Referral Form Instructions
- Fair Housing Referral List

The use of these forms and procedures are effective immediately. State CDBG recipients will be monitored on the use of the proper procedures and forms during project contract monitoring by your CD&R Program Specialist.

These forms are available for download at our website at www.housingaz.com.

Questions regarding the procedures should be directed to Joy Johnson at 602-771-1026 or by email at joyj@housingaz.com.



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The Arizona Department of Housing 2008 Information Bulletin

REGARDING PROGRAMS: State of Arizona Neighborhood Stabilization Program

REGARDING FUNDING SOURCES: Housing and Economic Recovery Act of 2008 – Direct NSP Allocation

INFORMATION BULLETIN No. 25-08

ISSUED: November 10, 2008

RE: Substantial Amendment Action Plan - DRAFT

The new Neighborhood Stabilization Program will provide emergency assistance to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within their communities. The program is authorized under Title III of the Housing and Economic Recovery Act of 2008. HUD is treating Neighborhood Stabilization Program funds as a special allocation of Fiscal Year (FY) 2008 CDBG funding. Neighborhood Stabilization funds can be used to purchase foreclosed or abandoned homes and to rehabilitate, resell, or redevelop these homes in order to stabilize neighborhoods and stem the decline of property values of neighboring homes.

NEIGHBORHOOD STABILIZATION ACTION PLAN

We would like your comment on the Neighborhood Stabilization Substantial Amendment. The Substantial Amendment describes the process that will be used to:

- determine the areas of greatest need,
- determine the distribution and eligible uses of NSP funds,
- outline the state and federal regulations and policies applicable to funded activities; and
- reflect the expected outcomes and benefits to low-, moderate-, and middle-income families.

As outlined in the attached document, the State of Arizona intends to target its NSP funding to three activities:

- the creation and administration of a financial mechanism (e.g. a statewide Soft Second Loan financing program) to assist eligible homeowners in the purchase of foreclosed homes in targeted areas of the state that have been significantly impacted by foreclosures;
- invest its Direct NSP Allocation in redevelopment of foreclosed and/or vacant and/or blighted multifamily properties; giving priority to properties in portfolios owned or guaranteed by HUD, Rural Development or other similar federal guarantors, as well as properties identified by Direct Grantees; and

- directly select for redevelopment foreclosed and/or vacant and/or blighted multifamily properties that are consistent with the preservation strategies outlined in the State's Fourth Year Annual Action Plan.

The draft Substantial Amendment is available here.

http://azcms.housingaz.com/azcms/uploads/NSP/NSP_Action_Plan_DRAFT_for_Website_11.10.08.pdf

Spanish translations of the Substantial Amendment summary will be posted when they become available.

The 15-day public comment period on the draft Substantial Amendment begins November 10, 2008. Written, faxed, or email comments to the draft Amendment must be received by 5 PM on November 25, 2008.

To submit your written comments, please write, fax, or email your comments to:

NSP Program Administrator
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