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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS: Owner Occupied Housing Rehabilitation**

**REGARDING FUNDING SOURCES: Home Investment Partnership Program (HOME)**

**INFORMATION BULLETIN No. 01-14**

**ISSUED: January 10, 2014**

**RE: 2014 HOME Homeownership 95% Value Limits**

On January 9, 2014 HUD issued the following notice through the One CPD Resource Exchange:

**FY 2014 HOME Homeownership Value Limits  
Effective January 1, 2014**

HUD has issued new [HOME Homeownership Value Limits](#) (“95% limits”) for 2014 that are **effective January 1, 2014**. In 24 CFR 92.254(a)(2)(iii) of the Final Rule published on July 24, 2013 and effective August 23, 2013, HUD established new homeownership value limits for HOME PJs.

The Arizona Department of Housing (ADOH) has extracted the limits for all Arizona counties from the HUD posted information located on their website (link above) and produced a chart for the benefit of our partners conducting owner occupied housing rehabilitation programs. HUD has already calculated the 95% of median value limit for all unit types and therefore Grantees are to use the limits posted in the ADOH chart located under the heading “documents” on the Community Development and Revitalization page of the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=47&CID=12>.

For Questions please contact your ADOH CD&R Program Specialist or Kathy Blodgett, CD&R Programs Administrator



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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS:** Low Income Housing Tax Credit (LIHTC) program

**REGARDING FUNDING SOURCES:** LIHTC

**INFORMATION BULLETIN No. 02-14**

**ISSUED: January 13, 2014**

**RE: LIHTC Compliance On-Line Reporting Web Training**

Effective immediately, live web training is available for LIHTC Compliance On-Line Reporting. The training will be available on Mondays and Wednesdays from 9:00 am to 10:00 am (MST).

Properties must be registered and have a Project ID # to take part in the on-line training. To register the property, visit the ADOH website at:

<http://new.azhousing.gov/ShowPage.aspx?ID=515>

After receiving a Project ID #, register for the training at [wcsupport@azhousing.gov](mailto:wcsupport@azhousing.gov). You will be sent via e-mail an invitation and log-in password to the GoToMeeting site.

Registrations for Mondays will be accepted until 5:00 pm (MST) on the Friday before. Registrations for Wednesdays will be accepted until 5:00 pm (MST) on the Tuesday before. *(NOTE: No training will be held on Monday, January 20 as ADOH will be closed for the MLK holiday).*

This training is not mandatory, however it is the property's responsibility to successfully upload or manually enter tenant data.

Questions should be sent to: [wcsupport@azhousing.gov](mailto:wcsupport@azhousing.gov)



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## Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS:** State Housing Fund Programs

**REGARDING FUNDING SOURCES:** Home Investment Partnerships Program (HOME)

### INFORMATION BULLETIN No. 03-14 REVISED

**ISSUED:** February 4, 2014

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

### 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 Federal FY2013 the Department expects to allocate approximately \$2,000,000.00 in SHF. The SHF will be allocated through one competitive funding round and the application submission deadline is June 16, 2014 at 4:00 p.m.

The Application process for SHF can be found in the FY2013-2014 SHF Program Summary and Application Guide. The guide and application forms can be downloaded from the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=453&CID=16>.

### 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 Federal FY2013 is:

- Preserve and improve the long-term life of existing affordable owner occupied housing stock

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 (Rev. 11/18/13) located at: <http://www.azhousing.gov/ShowPage.aspx?ID=453&CID=16>.
- Most recent State and Local code requirements.
- Energy Star
- International Energy Conservation Code (IECC, 2009 Edition) or most recently adopted by local building jurisdiction.
- Weatherization Standards for OOHR Housing Rehab (Issued 10/12/12, Rev. 11/18/13) located at: <http://www.azhousing.gov/ShowPage.aspx?ID=453&CID=16>
- All plumbing fixtures are to be "low-flow."

The funding process can be found in the FY2013-2014 SHF Program Summary and Application Guide which includes information regarding:

1. Completeness review
2. Threshold review
3. Scoring
4. Financial and Technical review
5. Compliance with Federal and State regulations
6. ADOH Funding Approval

#### **CHANGES FROM FY2012**

There are three significant changes from the federal FY2012 OOHR application round in the application requirements as well as the application thresholds. Refer to the **FY2013-2014 SHF Program Summary and Application Guide for application and threshold requirements in addition to those noted below.**

The most notable changes are highlighted below:

- **Program Specific Thresholds.** Four additional performance based thresholds have been added to the FY2013-2014 State Housing Fund Program Summary and Application Guide at Section 4.14 Owner-Occupied Housing Rehabilitation Program Specific Thresholds. These thresholds are as follows:
  - Applicants with HOME and/or CDBG funded OOHR contracts in their 24th or greater month:
    - Performance: Scope of Work 100 percent complete and Contract Close out Report received and approved; and
    - Expenditure Rates: funds 100 percent expended or de-obligated.
  - Applicants with HOME and/or CDBG funded OOHR contracts in their 18th to 23rd month:
    - Performance: Scope of Work is currently 75 percent complete; and
    - Expenditure Rates: funds 75 percent expended.
  - Applicants with HOME and/or CDBG funded OOHR contracts in their 12th to 17th month:
    - Performance: Scope of Work is currently 50 percent complete; and

- Expenditure Rates: funds 50 percent expended.
- Applicants with new HOME and/or CDBG funded OOHR contracts up to their 11th month:
  - Performance: Scope of Work is currently 25 percent complete; and
  - Expenditure Rates: funds are 25 percent expended.

Applicants and project applications must meet ALL of the common and ALL of the activity-specific threshold requirements to be considered for competitive funding. Applications not meeting all threshold items will be given a remedy period of five (5) business days during which they may submit the required information. The Department will contact the applicant (via standard mail, fax or email), regarding the insufficient documentation. Applications that remain incomplete after the expiration of the remedy period will not be considered for funding and will be returned to the Applicant. A copy of the application will remain with ADOH.

- **Funding.** Maximum applicant funding for this NOFA has been reduced to \$275,000 total SHF funds. Please review the specific amounts in the section of this NOFA titled “MAXIMUM APPLICANT FUNDING”.
- **Application Form.** The application is now in fillable excel format with a tab for each page of the application.
- **Application Section 2.17 Program Team.** Additional program team information is now required for completion of this section of the application. Applicant will need to provide the following for each team member:
  - Name of Responsible Party
  - Years of Experience in Position
  - Hire Date
  - Narrative on the Responsible Party’s housing rehabilitation program experience
- **Application TAB J – Attachment J OOHR Score Sheet.** The competitive scoring process for Owner Occupied Housing Rehabilitation programs for this NOFA requires a *minimum score of 60 points* and gives focus to rural programs serving very low income persons who are at or below 50% of area median income and those programs demonstrating readiness and organizational capacity. Please review the application Attachment J Owner Occupied Housing Rehabilitation Score Sheet for further scoring criteria and information.

## PROGRAM ELIGIBILITY

Specific Owner Occupied Housing Rehabilitation program eligibility requirements are found in the FY2013-2014 SHF Program Summary and Application Guide. Pay close attention to chapters 1, 2 and 5 for further information that includes but is not limited to eligible applicants; eligible and ineligible activities; eligible beneficiaries; eligible property types and eligible assistance types. Additionally, review the changes noted in this NOFA at the section titled “CHANGES

FROM FY2012". The FY2013-2014 SHF Program Summary and Application Guide and the Owner Occupied Housing Rehabilitation Application (REV. 1-15-14) can be downloaded from the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=453&CID=16>

### **MAXIMUM APPLICANT FUNDING**

The maximum limit of HOME funding available per application is **\$250,000**. An additional 10% (up to **\$25,000**) in general administrative funding thru the Housing Trust Fund is also available for a total maximum application funding of **\$275,000.00**. Only one application request per applicant will be considered for funding.

### **COMPETITIVE APPLICATION REVIEW CRITERIA**

The review criterion is set forth in Chapters 2 and 5 of the FY2013-2014 SHF Program Summary Application Guide.

### **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 all thresholds are competitively scored. Scoring criteria is contained in the application documents. Self-Score Sheets are provided as part of the application.

### **FUNDING NOTIFICATION**

The Department will make every effort to make its funding decisions within 90 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**

The Application Form is fillable and is in Adobe Professional format. The form is designed to reduce or enlarge print dependent upon the amount of data in the space allotted for input. You should also be able to save a partially prepared form and return to complete the form at a later time.

Applicants must submit one (1) original and one (1) copy of the completed application package.

Applicants must submit their application packages as described under Application Format, completing all required sections and providing all required supporting documentation. Application packages not filed in duplicate or not received by 4:00 p.m. on the application deadline will not be accepted for review. The application package and any subsequent revisions or clarifications, if approved for funding, will become part of the agreement with the

Department. Please refer to Chapter 2, section 2.2 (A) and Chapter 5, section 5.14 for additional application completeness criteria.

### **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 on the State Housing Fund page of the Department's website: <http://www.azhousing.gov/ShowPage.aspx?ID=453&CID=16>.

#### **Application material must be:**

- **Original plus one copy.**
- **8 ½ x 11 format**
- **Single sided**
- **Each copy must be two-hole punched at the top and bound by a metal fastener or large clip.**
- **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" with a statement describing the reason(s) the item is not applicable should be included in this space. *Tabbed sections indicating "N/A" that do not contain a written explanation will be considered to be missing documentation.* 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 June 16, 2014.

*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, CD&R Division  
Arizona Department of Housing  
1110 West Washington Street, Suite 310  
Phoenix, Arizona 85007**

Questions regarding Owner Occupied Housing Rehabilitation applications must be submitted in writing and may be directed to Kathy Blodgett at [Kathy.Blodgett@azhousing.gov](mailto:Kathy.Blodgett@azhousing.gov).



**Arizona  
Department  
of Housing**

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## The Arizona Department of Housing 2014 Information Bulletin

REGARDING PROGRAMS: CDBG

REGARDING FUNDING SOURCES: CDBG

INFORMATION BULLETIN No. 04-14

ISSUED: February 18, 2014

RE: CDBG Application Handbook (Revision 2-11-14)

The Arizona Department of Housing (the Department) has issued a revised CDBG Application Handbook, dated February 11, 2014.

The CDBG Application Handbook is available on the Department's website at: <http://www.azhousing.gov/ShowPage.aspx?ID=387&CID=16>

A log of the changes is attached for your convenience. Of special note: Form 16 has been completely revised as of February 11, 2014 and new instructions for completion have been included. The form is now called the Form 16 - Project Timeline/Schedule of Completion and appears similar to the Attachment B Progress Report/Schedule of Completion of the Department's Funding Agreement. Applicants for FY2014 CDBG Regional, Colonia or SSP should use the revised Form 16.

All forms related to the CDBG Application Handbook are available on the Department's website at: <http://www.azhousing.gov/ShowPage.aspx?ID=449&CID=16>.

For questions regarding the CDBG Application Handbook (Revision 2-11-14) please contact us in writing:

Kathy Blodgett, Administrator  
CD&R Programs  
[Kathy.Blodgett@azhousing.gov](mailto:Kathy.Blodgett@azhousing.gov)



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CDBG Application Handbook  
REVISIONS AS OF 2/11/14

Section	Page	Desc. Of Change
3. Application Review - Threshold Review	40	Application is Complete - paragraph added.
3. Application Review - Project Readiness	40	Requirement for completed ERR prior to execution of funding agreement has been added
3. Application Review - Requirements	41	Change from 90 days to 30 days for applicant to have firm commitment of other project funding.
3. Application Review - Recipient Capacity	41-42	Staffing structure and expertise has been added as an indicator of recipient capacity to complete activities
3. Additional Information Requests	43	Regional applicants will be given 30 days to respond to requests for additional information/documentation
4. Project Design - Multiple Application Submission Thresholds	46	"Recipient has no current contract in which funds have not been drawn for six (6) months" has been added as a threshold for submission of multiple applications
6. Distribution of CDBG Funds - Letter of Intent	73 - 75	A letter of Intent Template has been added and the Sample has been updated to have check boxes for National Objective.
6. Distribution of CDBG Funds - State Special Project	77	Engineering, Architectural Plans and Environmental Review Records - only for projects that will be implemented thru the applicant's next Regional Account application(s) has been added as an eligible SSP Activity.
6. Distribution of CDBG Funds - Colonias - Eligible Colonias Activities	80	Emergency repair no longer eligible as a colonia set aside activity. Must be substantial rehabilitation.
7. Certifications, Resolutions and Application Forms	84-111	All sample certifications and Resolutions have had page numbers and revision dates added.
7. Certifications, Resolutions and Application Forms - CDBG Application and Forms	273	Job Creation/Retention Reporting Form has had the revision date added.
7. Certifications, Resolutions and Application Forms - CDBG Application and Forms	193-196	Form 16 has been re-designed to be like the Attachment B Progress Report/Schedule of Completion included in Funding Agreements. Now called: "FORM 16 CDBG Project Timeline - Schedule of Completion. In consultation with the applicant, the information on the FORM 16 will be used to prepare the Funding Agreement Attachment B Progress Report/Schedule of Completion. Sample non-housing and OOHR project timelines have been included.
11. Housing Guidance - Housing Rehabilitation Guidelines	281-283	The requirements for elements to include in recipient's Owner Occupied Housing Rehabilitation Guidelines have changed to match those requirements also used for HOME funded OOHR including ADOH Weatherization Standards



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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS:** Community Development and Revitalization

**REGARDING FUNDING SOURCES:** Community Development Block Grant (CDBG)

**INFORMATION BULLETIN No. 05-14**

**ISSUED:** February 19, 2014

**RE:** Notice of Funding Availability for CDBG  
Colonias Set Aside Competitive Funding

### **NOTICE OF FUNDING AVAILABILITY (NOFA OR NOTICE)**

For FY 2013 and FY2014, the Arizona Department of Housing (ADOH) expects to allocate approximately \$1.8 million in Community Development Block Grant (CDBG) Program combined funds to Colonias Set Aside Projects. The FY 2013/2014 Colonias Set Aside funds will be distributed in one competitive funding round and the application submission deadline is July 17, 2014 at 4 p.m.

The Application Process for the Colonias funding allocation is described in Section 6 of the CDBG Application Handbook (revised February 11, 2014) with any changes or additional requirements outlined in this Notice. The CDBG Application Handbook and Colonias Set Aside Rating Tool form can be obtained from the ADOH website. Links to the specific pages are located further on in this Notice.

### **COLONIAS SET ASIDE PROJECTS INFORMATION**

#### **Eligible Applicants**

Consistent with federal law, eligible applicants for the State CDBG Colonias Set Aside are all incorporated cities and towns, unincorporated areas within counties and communities on Tribal lands outside of Maricopa County that are located within 150 miles from the U.S./Mexico Border and have documented the following:

- Defined geographical boundaries;
- Existence as a colonia prior to November 28, 1990;
- Lack of potable water or sanitary sewer prior to November 28, 1990; and
- Lack of decent, safe and sanitary housing prior to November 28, 1990.

PLEASE NOTE: Most if not all incorporated cities and towns are not qualified in their entirety as a Colonia. Rather, a smaller defined area or neighborhood within the city or town may be the designated Colonia.

Attached to this NOFA is the list of Colonias designated by ADOH as of February 12, 2014. Additional designated Colonias may be added to this list periodically. Applicants unsure of their Colonias designation are encouraged to contact ADOH staff prior to application submission to determine their eligibility. ADOH will accept colonia certification/designation documentation until May 1, 2014 to establish eligibility to participate in this NOFA application round.

### **Eligible Activities and Application Requirements**

Applicants should consult the CDBG Application Handbook (Revised February 11, 2014) which can be accessed and/or downloaded from the Forms and Handbooks page of the Department's website at: <http://www.azhousing.gov/ShowPage.aspx?ID=387&CID=16>

### **Threshold Issues and Application Requirements**

To qualify for funding under this notice, applicants *must* submit all project application forms and all elements required for Colonias set aside funding in Section 6 of the CDBG Application Handbook (Revised February 11, 2014).

### **Selection of Project Awards**

Projects will be selected for Colonias Set Aside funding by a competitive process through which applications are scored. Applications that have met all applicable threshold requirements will be competitively scored with the highest scoring applications receiving awards until available funds are exhausted.

The goals of the rating system are as follows:

- Ensure fairness in competition for the grants;
- Increase the objectivity of the reviews.

The application rating system places additional emphasis on: targeting the most impoverished areas and low-moderate income communities; determining the need for the activity; past performance of the applicant and/or administrating agency; and cost effectiveness of the project.

The Colonias Set Aside Rating Tool form along with a Completeness Review form can be obtained from the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=449&CID=16>.

Please review this NOFA, CDBG Application Handbook (Revised February 11, 2014), Colonias Rating Tool, and the Completeness Form to ensure that your application has supplied all relevant information under each criterion and may obtain the maximum points available to your type of project.

### **Selection Notification**

ADOH anticipates notifying all applicants within 90 days of application deadline as to whether they will be funded or not. Applicants approved for funding should be prepared to initiate projects within ninety (90) days of execution of the funding agreement.

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

### **Maximum Grant Amount**

The maximum grant available including administrative funding under this notice cannot exceed the total amount of the Colonias Set Aside for FY2013/2014 as determined by HUD thru its formula allocation to the State of Arizona. Funds unexpended at contract termination shall be returned to ADOH.

## APPLICATION TIMELINE

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

Application Handbook (Revision 2/11/14) release:	February 18, 2014
NOFA release:	February 19, 2014
Application Deadline:	July 17, 2014, 4:00 p.m.

## APPLICATION SUBMITTAL

Applicants must submit one (1) original and one (1) copy of the application. The entire application (both original and copy) must be two-hole punched at the top and secured by a clasp. **DO NOT** submit applications in binders. Any drawings, maps, plans or supportive documents may be included unbound (if not feasible to bound) but must be legible, designated and labeled.

Applications must be received by ADOH no later than **Thursday, July 17, 2014 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:

- Fed Ex, UPS, etc. delivery documents; and
- Department staff documentation of receipt.

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

Arizona Department of Housing  
Attn: CDBG Colonias Set Aside Account  
1110 W. Washington, Suite 310  
Phoenix, AZ 85007



1110 W. Washington, Suite 310 | Phoenix, AZ 85007  
Telephone (602) 771-1000 Facsimile (602) 771-1002 TDY (602) 771-1001  
[www.azhousing.gov](http://www.azhousing.gov)

**Cochise County:**

- Benson – Patrick Dr./Valley View Neighborhood
- Benson – Prickly Pear/Cactus Neighborhood
- Bisbee – Bakerville Neighborhood
- Bisbee – Tintown Neighborhood
- Douglas – Census Tract 9 (Original Townsite)
- Tombstone

**Unincorporated Areas:**

- Bowie
- Fry Townsite
- Lower Huachuca City
- San Simon
- Winchester Heights

**Gila County:**

- Miami

**Graham County:**

- Pima

**Unincorporated Areas:**

- Artesia
- Bonita/Fort Grant
- Bryce/Eden
- Fort Thomas
- Klondyke
- Lonestar
- San Jose
- Sanchez
- Solomon

**Greenlee County:**

- Clifton
- Duncan (including Hunter Estates Annex)

**LaPaz County:**

**Unincorporated Areas:**

- Buckskin Sanitary District

**Pima County:**

- Marana – Adonis Neighborhood
- Marana – Berry Acres Neighborhood
- Marana – Honea Heights Neighborhood
- Marana – Marana Estates Neighborhood
- Marana – Marana Vista Estates Neigh.
- Marana – Price Lane Neighborhood
- Marana – Yoem Pueblo/Sandario Neigh.
- South Tucson

**Unincorporated Areas:**

- Rillito
- Littleton

**Santa Cruz County:**

- Patagonia
- Nogales – Nogalitos Neighborhood
- Nogales – East Quadrant Neigh.
- Nogales – West Quadrant Neigh.

**Unincorporated Areas:**

- Carmen
- Chula Vista
- Elgin
- Firestone Gardens
- Pete Kitchen
- Tumacacori

**Yuma County:**

- Wellton – historic townsite

**Unincorporated Areas:**

- Avenue B & C
- Dateland
- Donovan Estates
- Drysdale
- El Prado Estates
- Gadsden
- Orange Grove Mobile Manor
- Padre Ranchitos
- Rancho Mesa Verde Units 1-3
- Speese Addition
- Tacna
- Wall Lane

**Colonias located on Tribal Land:**

Native American tribes have various colonias designated within their boundaries.

- Cocopah Indian Reservation
- Tohono O’odham Nation
  - Chukut Kuk District
  - Gu Vo District
  - Pisinemo District



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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS: Rental Development**

**REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program**

**INFORMATION BULLETIN No. 06-14**

**ISSUED: February 21, 2014**

**RE: 2014 Qualified Allocation Plan Clarifications**

The Arizona Department of Housing has been updating “Clarifications to the 2014 QAP” in a Q&A log format at the following link (<http://www.azhousing.gov/ShowPage.aspx?ID=451&CID=16>) pursuant to Information Bulletin 32-13 issued on December 24, 2013. Applicants are responsible for checking the site for updates to this document, which are incorporated in the QAP by reference at Section 1.1(C) on page 16 of the QAP.

ADOH will cease taking requests for clarifications that are received after noon on Wednesday, February 26<sup>th</sup>. The final set of clarifications will be posted by the end of the day on Thursday, February 27<sup>th</sup>.

The “Clarifications to the 2014 QAP” document has been updated continually, and is provided as a service to ensure that updated information, clarifications and interpretations are available to the development community and general public.

**INFORMATION:** Jeanne Redondo  
Rental Programs Administrator  
(602) 771-1031



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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS: Rental Development**

**REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program**

**INFORMATION BULLETIN No. 07-14**

**ISSUED: March 7, 2014**

**RE: List of 2014 LIHTC Applications Received**

The list of applications received in response to the 2014 Qualified Allocation Plan is posted on the ADOH website at Forms & Handbooks/Rental Development (LIHTC Program).

The information included on the list has been taken from the applications that were submitted, and has not been verified for accuracy. As such, it is subject to change as ADOH reviews the information for its conformance to the QAP.

ADOH intends to post a list of reservations during the first week of June 2014.

INFORMATION: Jeanne Redondo, Rental Programs Administrator, (602) 771-1031



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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS: Community Development Block Grant (CDBG); Home Investments Partnership Program (HOME); Housing Opportunities for Persons With Aids (HOPWA); and Emergency Solutions Grant (ESG)**

**REGARDING FUNDING SOURCES: CDBG, HOME, HOPWA, ESG**

**INFORMATION BULLETIN No. 08-14**

**ISSUED: March 27, 2014**

**RE: Federal Fiscal Year 2014 Formula Allocations for CDBG, HOME, HOPWA and ESG**

The FFY2014 formula allocations for CDBG, HOME, HOPWA and ESG expected to be received by the Arizona Department of Housing are listed below along with a proposed method of distribution:

### **CDBG**

The total FFY2014 CDBG allocation is \$9,146,952. The State retains 2% plus \$100,000 or \$282,939 for administration and 1% or \$91,470 for technical assistance activities. Additionally HUD mandates that the state expend 10% of its total allocation or \$914,695 for projects located in areas designated as Colonias. The remaining adjusted allocation is divided into 85% or \$6,679,171 for Regional and 15% or \$1,178,677 for State Special Projects (SSP).

The COG Regional allocation is as follows:

<b>CDBG Allocation by COG Region</b>	<b>2014 Allocation Amount</b>	<b>2014 Allocation Share</b>
CAG	\$ 1,923,368	28.80%
NACOG	\$ 1,621,960	24.28%
SEAGO	\$ 1,013,238	15.17%
WACOG	\$ 2,120,605	31.75%
<b>Total Allocation to Rural COGs</b>	<b>\$ 6,679,171</b>	<b>100%</b>

Both the Colonias and SSP set-asides are accessed through competitive applications. The Colonias Set-Aside application round was previously announced through a Notice of Funding Availability (NOFA) on February 19, 2014. The CDBG SSP competitive application round will be announced through a future NOFA.



## HOME

The total FFY2014 HOME allocation is \$4,955,036 of which 15% or \$743,255 must be set aside for Community Housing Development Organization (CHDO) project funding. The State retains 10% of the grant award or \$495,504 to be used for administration. HOME funds will be distributed through a competitive application process including NOFAs and other competitive funding vehicles.

## HOPWA

The total FFY2014 HOPWA allocation is \$230,855. A total of 10% or \$23,086 of the grant award will be used for administration of which the state retains 3% (\$6,926) and the remaining 7% (\$16,160) will be used by project sponsors. The remaining 90% or \$207,769 of the grant award will be spent on direct service provision through housing providers in the non-entitlement counties.

## ESG

The total FFY2014 ESG allocation is \$1,414,251 which is administered by the Arizona Department of Economic Security (DES). A total of 7.5% or \$106,069 is retained by DES for administration. The remaining 92.5% or \$1,308,182 will be used for ESG eligible activities to benefit persons experiencing homelessness.

For further information contact: Andrew Rael  
Assistant Deputy Director of Programs  
[Andrew.Rael@azhousing.gov](mailto:Andrew.Rael@azhousing.gov)



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## 2014 Information Bulletin

REGARDING PROGRAMS: HOME, CDBG, HOPWA, ESG

REGARDING FUNDING SOURCES: CDBG, HOME, HOPWA, ESG

**INFORMATION BULLETIN No. 09-14 ISSUED: March 31, 2014**

**RE: NOTICE OF PUBLIC HEARING 2014-2015 Annual Action Plan**

Notice is hereby given that on April 15, 2014 at 4:00 p.m., the Arizona Department of Housing and the Arizona Department of Economic Security will hold a Public Hearing to discuss the draft 2014-2015 Annual Action Plan. Comments received from the hearing held on September 19, 2013 at the Arizona Housing Forum were incorporated in the draft Action Plan which will be discussed at this hearing. The public hearing will be held at:

Arizona Department of Housing  
1110 West Washington Street, Suite 280 (ADOH Training Room on 2<sup>nd</sup> Floor)  
Phoenix, AZ 85007

The 2014-2015 Annual Action Plan is the annual update for the State of Arizona 2010-2014 Consolidated Plan which sets goals and objectives, determines priorities, describes activities, establishes outcomes and outlines the method of distribution for the use of approximately \$16 million in the following federal funds from the U.S. Department of Housing and Urban Development: Community Development Block Grant, HOME Investment Partnerships, Housing Opportunities for Persons with AIDS, and Emergency Solutions Grant programs. The Emergency Solutions Grant program is administered by the Arizona Department of Economic Security. These funds will be available for the program year which begins July 1, 2014 and ends June 30, 2015 for activities benefitting low income and special needs populations in the non-metropolitan areas of Arizona.

The Action Plan will be available for public review from April 1, 2014 through May 1, 2014 at the ADOH offices at 1110 West Washington Street, Suite 310, Phoenix, Arizona. To download a copy of the Annual Action Plan, visit our web site: [www.azhousing.gov](http://www.azhousing.gov), click on *Publications & Links*, then *Publications*.

Written comments and any questions regarding the Action Plan can be directed to:

Andrew Rael, Assistant Deputy Director, Programs  
Arizona Department of Housing  
1110 West Washington Street, Suite 310  
Phoenix, AZ 85007  
(602) 771-1010  
[publiccomment@azhousing.gov](mailto:publiccomment@azhousing.gov)



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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS: Community Development Block Grant (CDBG);**

**REGARDING FUNDING SOURCES: CDBG**

**INFORMATION BULLETIN No. 10-14**

**ISSUED: April 4, 2014**

**RE: CDBG Income Limits Effective December 18, 2013.**

Attached are the 2014 income limits for the Community Development Block Grant (CDBG) program. These income limits are effective December 18, 2013. The tables are also available for download on the Income and Rent Limits page of our website: <http://www.azhousing.gov/ShowPage.aspx?ID=447&CID=16>

FY2014 Home Investment Partnership (HOME) program income limits have not been released by HUD. Therefore recipients should continue to use the FY2013 limits published on March 1, 2013 with Information Bulletin 03-13 until ADOH announces the FY2014 limits through a future Information Bulletin.

For further information contact: Kathy Blodgett, Administrator  
Community Development and Revitalization Programs  
[Kathy.Blodgett@azhousing.gov](mailto:Kathy.Blodgett@azhousing.gov)



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2014 ARIZONA CDBG INCOME LIMITS

ARIZONA COUNTIES

Revised 4/2/14

State of Arizona - CDBG Programs

CDBG Program Income Limits

		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON +
<b>Apache County</b> MEDIAN HOUSEHOLD 42500	30%	9850	11250	12650	14050	15200	16300	17450	18550
	50% (Very Low-Income)	16400	18750	21100	23400	25300	27150	29050	30900
	80% (Low-Income)	<b>26250</b>	<b>30000</b>	<b>33750</b>	<b>37450</b>	<b>40450</b>	<b>43450</b>	<b>46450</b>	<b>49450</b>
<b>Cochise County</b> MEDIAN HOUSEHOLD 51900	30%	10900	12450	14000	15550	16800	18050	19300	20550
	50% (Very Low-Income)	18200	20800	23400	25950	28050	30150	32200	34300
	80% (Low-Income)	<b>29050</b>	<b>33200</b>	<b>37350</b>	<b>41500</b>	<b>44850</b>	<b>48150</b>	<b>51500</b>	<b>54800</b>
<b>Coconino County</b> MEDIAN HOUSEHOLD 57900	30%	12500	14300	16100	17850	19300	20750	22150	23600
	50% (Very Low-Income)	20850	23800	26800	29750	32150	34550	36900	39300
	80% (Low-Income)	<b>33350</b>	<b>38100</b>	<b>42850</b>	<b>47600</b>	<b>51450</b>	<b>55250</b>	<b>59050</b>	<b>62850</b>
<b>Gila County</b> MEDIAN HOUSEHOLD 48400	30%	10150	11600	13050	14500	15700	16850	18000	19150
	50% (Very Low-Income)	16950	19400	21800	24200	26150	28100	30050	31950
	80% (Low-Income)	<b>27100</b>	<b>31000</b>	<b>34850</b>	<b>38700</b>	<b>41800</b>	<b>44900</b>	<b>48000</b>	<b>51100</b>
<b>Graham County</b> MEDIAN HOUSEHOLD 52800	30%	11100	12700	14300	15850	17150	18400	19700	20950
	50% (Very Low-Income)	18500	21150	23800	26400	28550	30650	32750	34850
	80% (Low-Income)	<b>29600</b>	<b>33800</b>	<b>38050</b>	<b>42250</b>	<b>45650</b>	<b>49050</b>	<b>52400</b>	<b>55800</b>
<b>Greenlee County</b> MEDIAN HOUSEHOLD 54500	30%	11450	13100	14750	16350	17700	19000	20300	21600
	50% (Very Low-Income)	19100	21800	24550	27250	29450	31650	33800	36000
	80% (Low-Income)	<b>30550</b>	<b>34900</b>	<b>39250</b>	<b>43600</b>	<b>47100</b>	<b>50600</b>	<b>54100</b>	<b>57600</b>
<b>La Paz County</b> MEDIAN HOUSEHOLD 39900	30%	9850	11250	12650	14050	15200	16300	17450	18550
	50% (Very Low-Income)	16400	18750	21100	23400	25300	27150	29050	30900
	80% (Low-Income)	<b>26250</b>	<b>30000</b>	<b>33750</b>	<b>37450</b>	<b>40450</b>	<b>43450</b>	<b>46450</b>	<b>49450</b>
<b>Mohave County</b> MEDIAN HOUSEHOLD 44400	30%	9850	11250	12650	14050	15200	16300	17450	18550
	50% (Very Low-Income)	16450	18800	21150	23450	25350	27250	29100	31000
	80% (Low-Income)	<b>26250</b>	<b>30000</b>	<b>33750</b>	<b>37500</b>	<b>40500</b>	<b>43500</b>	<b>46500</b>	<b>49500</b>
<b>Navajo County</b> MEDIAN HOUSEHOLD 41500	30%	9850	11250	12650	14050	15200	16300	17450	18550
	50% (Very Low-Income)	16400	18750	21100	23400	25300	27150	29050	30900
	80% (Low-Income)	<b>26250</b>	<b>30000</b>	<b>33750</b>	<b>37450</b>	<b>40450</b>	<b>43450</b>	<b>46450</b>	<b>49450</b>
<b>Pinal County</b> MEDIAN HOUSEHOLD 61900	30%	13000	14850	16700	18550	20050	21550	23050	24500
	50% (Very Low-Income)	21700	24800	27900	30950	33450	35950	38400	40900
	80% (Low-Income)	<b>34650</b>	<b>39600</b>	<b>44550</b>	<b>49500</b>	<b>53500</b>	<b>57450</b>	<b>61400</b>	<b>65350</b>
<b>Santa Cruz County</b> MEDIAN HOUSEHOLD 44700	30%	9850	11250	12650	14050	15200	16300	17450	18550
	50% (Very Low-Income)	16400	18750	21100	23400	25300	27150	29050	30900
	80% (Low-Income)	<b>26250</b>	<b>30000</b>	<b>33750</b>	<b>37450</b>	<b>40450</b>	<b>43450</b>	<b>46450</b>	<b>49450</b>

2014 ARIZONA CDBG INCOME LIMITS

ARIZONA COUNTIES

Revised 4/2/14

State of Arizona - CDBG Programs

CDBG Program Income Limits

		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON +
<b>Yavapai County</b>	30%	11550	13200	14850	16450	17800	19100	20400	21750
MEDIAN HOUSEHOLD 54800	50% (Very Low-Income)	19200	21950	24700	27400	29600	31800	34000	36200
	80% (Low-Income)	<b>30700</b>	<b>35100</b>	<b>39500</b>	<b>43850</b>	<b>47400</b>	<b>50900</b>	<b>54400</b>	<b>57900</b>
<b>Yuma County</b>	30%	9950	11400	12800	14200	15350	16500	17650	18750
MEDIAN HOUSEHOLD 43600	50% (Very Low-Income)	16600	18950	21300	23650	25550	27450	29350	31250
	80% (Low-Income)	<b>26500</b>	<b>30300</b>	<b>34100</b>	<b>37850</b>	<b>40900</b>	<b>43950</b>	<b>46950</b>	<b>50000</b>



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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS: Community Development Block Grant (CDBG);  
State Housing Fund (SHF)**

**REGARDING FUNDING SOURCES: CDBG, HOME, HTF, NSP**

**INFORMATION BULLETIN No. 11-14**

**ISSUED: April 21, 2014**

**RE: HOME, HTF, NSP, CDBG Income & Rent Limits Effective May 1, 2014**

Attached are the 2014 income limits for Home Investment Partnership (HOME), Housing Trust Fund (HTF) and the Neighborhood Stabilization program (NSP) programs. These income limits are effective May 1, 2014.

Also attached are the 2014 rent limits for the HOME, HTF, NSP and CDBG programs. The income limits for the CDBG program were released in IB 10-14 on April 4, 2014 and were effective December 18, 2013.

The tables are also available for download on the Income and Rent Limits page of our website: <http://www.azhousing.gov/ShowPage.aspx?ID=447&CID=16>



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2014 ARIZONA INCOME LIMITS

ARIZONA COUNTIES

5/1/2014

State of Arizona -- State Housing Fund Programs  
HOME, HTF and NSP Program Income Limits

		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON +
<b>Flagstaff, AZ Coconino County</b> MEDIAN HOUSEHOLD	30%	<b>12500</b>	<b>14300</b>	<b>16100</b>	<b>17850</b>	<b>19300</b>	<b>20750</b>	<b>22150</b>	<b>23600</b>
	50% (Very Low-Income)	20850	23800	26800	29750	32150	34550	36900	39300
	60%	25020	28560	32160	35700	38580	41460	44280	47160
	80% (Low-Income)	33350	38100	42850	47600	51450	55250	59050	62850
<b>Lake Havasu City-Kingman, AZ Mohave County</b> MEDIAN HOUSEHOLD	30%	<b>9850</b>	<b>11250</b>	<b>12650</b>	<b>14050</b>	<b>15200</b>	<b>16300</b>	<b>17450</b>	<b>18550</b>
	50% (Very Low-Income)	16450	18800	21150	23450	25350	27250	29100	31000
	60%	19740	22560	25380	28140	30420	32700	34920	37200
	80% (Low-Income)	26250	30000	33750	37500	40500	43500	46500	49500
<b>Phoenix-Mesa-Glendale, AZ Maricopa - Pinal Counties</b> MEDIAN HOUSEHOLD	30%	<b>13000</b>	<b>14850</b>	<b>16700</b>	<b>18550</b>	<b>20050</b>	<b>21550</b>	<b>23050</b>	<b>24500</b>
	50% (Very Low-Income)	21700	24800	27900	30950	33450	35950	38400	40900
	60%	26040	29760	33480	37140	40140	43140	46080	49080
	80% (Low-Income)	34650	39600	44550	49500	53500	57450	61400	65350
<b>Prescott, AZ Yavapai County</b> MEDIAN HOUSEHOLD	30%	<b>11550</b>	<b>13200</b>	<b>14850</b>	<b>16450</b>	<b>17800</b>	<b>19100</b>	<b>20400</b>	<b>21750</b>
	50% (Very Low-Income)	19200	21950	24700	27400	29600	31800	34000	36200
	60%	23040	26340	29640	32880	35520	38160	40800	43440
	80% (Low-Income)	30700	35100	39500	43850	47400	50900	54400	57900
<b>Tucson, AZ Pima County</b> MEDIAN HOUSEHOLD	30%	<b>12000</b>	<b>13700</b>	<b>15400</b>	<b>17100</b>	<b>18500</b>	<b>19850</b>	<b>21250</b>	<b>22600</b>
	50% (Very Low-Income)	19950	22800	25650	28500	30800	33100	35350	37650
	60%	23940	27360	30780	34200	36960	39720	42420	45180
	80% (Low-Income)	31950	36500	41050	45600	49250	52900	56550	60200
<b>Yuma, AZ Yuma County</b> MEDIAN HOUSEHOLD	30%	<b>9950</b>	<b>11400</b>	<b>12800</b>	<b>14200</b>	<b>15350</b>	<b>16500</b>	<b>17650</b>	<b>18750</b>
	50% (Very Low-Income)	16600	18950	21300	23650	25550	27450	29350	31250
	60%	19920	22740	25560	28380	30660	32940	35220	37500
	80% (Low-Income)	26500	30300	34100	37850	40900	43950	46950	50000
: <b>Apache County</b> MEDIAN HOUSEHOLD	30%	<b>9850</b>	<b>11250</b>	<b>12650</b>	<b>14050</b>	<b>15200</b>	<b>16300</b>	<b>17450</b>	<b>18550</b>
	50% (Very Low-Income)	16400	18750	21100	23400	25300	27150	29050	30900
	60%	19680	22500	25320	28080	30360	32580	34860	37080
	80% (Low-Income)	26250	30000	33750	37450	40450	43450	46450	49450
: <b>Cochise County</b> MEDIAN HOUSEHOLD	30%	<b>10900</b>	<b>12450</b>	<b>14000</b>	<b>15550</b>	<b>16800</b>	<b>18050</b>	<b>19300</b>	<b>20550</b>
	50% (Very Low-Income)	18200	20800	23400	25950	28050	30150	32200	34300
	60%	21840	24960	28080	31140	33660	36180	38640	41160
	80% (Low-Income)	29050	33200	37350	41500	44850	48150	51500	54800

2014 ARIZONA INCOME LIMITS

ARIZONA COUNTIES

5/1/2014

State of Arizona -- State Housing Fund Programs  
HOME, HTF and NSP Program Income Limits

		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON +
<b>: Gila County</b>		<b>10150</b>	<b>11600</b>	<b>13050</b>	<b>14500</b>	<b>15700</b>	<b>16850</b>	<b>18000</b>	<b>19150</b>
MEDIAN HOUSEHOLD	30%								
	50% (Very Low-Income)	16950	19400	21800	24200	26150	28100	30050	31950
	60%	20340	23280	26160	29040	31380	33720	36060	38340
	80% (Low-Income)	27100	31000	34850	38700	41800	44900	48000	51100
<b>: Graham County</b>		<b>11100</b>	<b>12700</b>	<b>14300</b>	<b>15850</b>	<b>17150</b>	<b>18400</b>	<b>19700</b>	<b>20950</b>
MEDIAN HOUSEHOLD	30%								
	50% (Very Low-Income)	18500	21150	23800	26400	28550	30650	32750	34850
	60%	22200	25380	28560	31680	34260	36780	39300	41820
	80% (Low-Income)	29600	33800	38050	42250	45650	49050	52400	55800
<b>: Greenlee County</b>		<b>11450</b>	<b>13100</b>	<b>14750</b>	<b>16350</b>	<b>17700</b>	<b>19000</b>	<b>20300</b>	<b>21600</b>
MEDIAN HOUSEHOLD	30%								
	50% (Very Low-Income)	19100	21800	24550	27250	29450	31650	33800	36000
	60%	22920	26160	29460	32700	35340	37980	40560	43200
	80% (Low-Income)	30550	34900	39250	43600	47100	50600	54100	57600
<b>: La Paz County</b>		<b>9850</b>	<b>11250</b>	<b>12650</b>	<b>14050</b>	<b>15200</b>	<b>16300</b>	<b>17450</b>	<b>18550</b>
MEDIAN HOUSEHOLD	30%								
	50% (Very Low-Income)	16400	18750	21100	23400	25300	27150	29050	30900
	60%	19680	22500	25320	28080	30360	32580	34860	37080
	80% (Low-Income)	26250	30000	33750	37450	40450	43450	46450	49450
<b>: Navajo County</b>		<b>9850</b>	<b>11250</b>	<b>12650</b>	<b>14050</b>	<b>15200</b>	<b>16300</b>	<b>17450</b>	<b>18550</b>
MEDIAN HOUSEHOLD	30%								
	50% (Very Low-Income)	16400	18750	21100	23400	25300	27150	29050	30900
	60%	19680	22500	25320	28080	30360	32580	34860	37080
	80% (Low-Income)	26250	30000	33750	37450	40450	43450	46450	49450
<b>: Santa Cruz County</b>		<b>9850</b>	<b>11250</b>	<b>12650</b>	<b>14050</b>	<b>15200</b>	<b>16300</b>	<b>17450</b>	<b>18550</b>
MEDIAN HOUSEHOLD	30%								
	50% (Very Low-Income)	16400	18750	21100	23400	25300	27150	29050	30900
	60%	19680	22500	25320	28080	30360	32580	34860	37080
	80% (Low-Income)	26250	30000	33750	37450	40450	43450	46450	49450



2014 ARIZONA RENT LIMITS

ARIZONA COUNTIES

5/1/2014

State of Arizona -- State Housing Fund and CDBG Programs

HOME, HTF, NSP and CDBG Program Rent Limits

		EFFICIENCY	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	5 BEDROOM	6 BEDROOM
<b>Flagstaff, AZ Coconino County</b>	LOW HOME RENT	560	600	720	832	928	1023	1119
	HIGH HOME RENT	708	761	915	1048	1149	1250	1351
<b>For information only:</b>	Fair Market Rent	<b>702</b>	<b>816</b>	<b>1021</b>	<b>1296</b>	<b>1651</b>	<b>1899</b>	<b>2146</b>
	50% Rent Limit	543	582	698	807	901	994	1086
	65% Rent Limit	696	748	899	1030	1129	1227	1326
<b> </b>								
<b>Lake Havasu City - Kingman Mohave County</b>	LOW HOME RENT	470	504	605	699	780	860	942
	HIGH HOME RENT	530	624	748	876	958	1038	1119
<b>For information only:</b>	Fair Market Rent	<b>475</b>	<b>587</b>	<b>749</b>	<b>1015</b>	<b>1175</b>	<b>1351</b>	<b>1528</b>
	50% Rent Limit	432	463	555	641	715	789	862
	65% Rent Limit	564	605	728	832	909	984	1060
<b> </b>								
<b>Phoenix, AZ Maricopa/Pinal Counties</b>	LOW HOME RENT	552	591	710	820	915	1010	1104
	HIGH HOME RENT	617	774	949	1089	1195	1300	1404
<b>For information only:</b>	Fair Market Rent	<b>614</b>	<b>774</b>	<b>957</b>	<b>1410</b>	<b>1647</b>	<b>1894</b>	<b>2141</b>
	50% Rent Limit	552	591	710	820	915	1010	1104
	65% Rent Limit	736	790	949	1089	1195	1300	1404
<b> </b>								
<b>Prescott, AZ Yavapai County</b>	LOW HOME RENT	481	515	618	713	796	878	960
	HIGH HOME RENT	589	651	784	941	1030	1118	1207
<b>For information only:</b>	Fair Market Rent	<b>546</b>	<b>620</b>	<b>784</b>	<b>1155</b>	<b>1221</b>	<b>1404</b>	<b>1587</b>
	50% Rent Limit	481	515	618	713	796	878	960
	65% Rent Limit	636	683	822	941	1030	1118	1207
<b> </b>								
<b>Tucson, AZ Pima County</b>	LOW HOME RENT	507	562	675	778	868	958	1048
	HIGH HOME RENT	507	633	852	987	1081	1175	1268
<b>For information only:</b>	Fair Market Rent	<b>507</b>	<b>633</b>	<b>852</b>	<b>1251</b>	<b>1489</b>	<b>1712</b>	<b>1936</b>
	50% Rent Limit	525	562	675	778	868	958	1048
	65% Rent Limit	668	716	862	987	1081	1175	1268

2014 ARIZONA RENT LIMITS

State of Arizona -- State Housing Fund and CDBG Programs  
HOME, HTF, NSP and CDBG Program Rent Limits

ARIZONA COUNTIES

5/1/2014

		EFFICIENCY	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	5 BEDROOM	6 BEDROOM	
<b>Yuma, AZ</b>	<b>Yuma County</b>	LOW HOME RENT	431	461	553	640	713	788	861
		HIGH HOME RENT	540	580	698	799	871	942	1014
<b>For information only:</b>		Fair Market Rent	<b>576</b>	<b>615</b>	<b>812</b>	<b>1197</b>	<b>1370</b>	<b>1576</b>	<b>1781</b>
		50% Rent Limit	431	461	553	640	713	788	861
		65% Rent Limit	540	580	698	799	871	942	1014
<b>Apache County</b>									
		LOW HOME RENT	401	461	553	640	713	788	861
		HIGH HOME RENT	401	490	637	797	871	942	1014
<b>For information only:</b>		Fair Market Rent	<b>385</b>	<b>471</b>	<b>637</b>	<b>797</b>	<b>958</b>	<b>1102</b>	<b>1245</b>
		50% Rent Limit	431	461	553	640	713	788	861
		65% Rent Limit	540	580	698	799	871	942	1014
<b>Cochise County</b>									
		LOW HOME RENT	473	507	608	703	785	866	946
		HIGH HOME RENT	616	662	797	912	998	1082	1166
<b>For information only:</b>		Fair Market Rent	<b>641</b>	<b>662</b>	<b>828</b>	<b>1196</b>	<b>1467</b>	<b>1687</b>	<b>1907</b>
		50% Rent Limit	473	507	608	703	785	866	946
		65% Rent Limit	616	662	797	912	998	1082	1166
<b>Gila County</b>									
		LOW HOME RENT	432	463	557	647	725	799	873
		HIGH HOME RENT	534	562	709	811	885	958	1031
<b>For information only:</b>		Fair Market Rent	<b>515</b>	<b>537</b>	<b>723</b>	<b>1044</b>	<b>1225</b>	<b>1409</b>	<b>1593</b>
		50% Rent Limit	432	463	555	641	715	789	862
		65% Rent Limit	541	581	699	800	873	944	1016
<b>Graham County</b>									
		LOW HOME RENT	434	495	595	686	766	845	924
		HIGH HOME RENT	434	546	660	858	938	1016	1095
<b>For information only:</b>		Fair Market Rent	<b>384</b>	<b>542</b>	<b>646</b>	<b>952</b>	<b>955</b>	<b>1098</b>	<b>1242</b>
		50% Rent Limit	462	495	595	686	766	845	924
		65% Rent Limit	581	624	751	858	938	1016	1095
<b>Greenlee County</b>									
		LOW HOME RENT	454	471	618	726	812	898	983
		HIGH HOME RENT	454	471	637	832	899	1012	1125

2014 ARIZONA RENT LIMITS

ARIZONA COUNTIES

5/1/2014

State of Arizona -- State Housing Fund and CDBG Programs

HOME, HTF, NSP and CDBG Program Rent Limits

		EFFICIENCY	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	5 BEDROOM	6 BEDROOM
<b>For information only:</b>	Fair Market Rent	454	471	637	793	851	979	1106
	50% Rent Limit	481	515	618	715	797	880	962
	65% Rent Limit	614	659	792	906	991	1076	1159
<b>La Paz County</b>								
	LOW HOME RENT	431	461	553	640	713	788	861
	HIGH HOME RENT	473	490	663	799	871	942	1014
<b>For information only:</b>	Fair Market Rent	473	490	663	826	1029	1183	1338
	50% Rent Limit	431	461	553	640	713	788	861
	65% Rent Limit	540	580	698	799	871	942	1014
<b>Navajo County</b>								
	LOW HOME RENT	431	461	553	640	713	788	861
	HIGH HOME RENT	485	516	661	799	871	942	1014
<b>For information only:</b>	Fair Market Rent	485	489	661	932	942	1083	1225
	50% Rent Limit	431	461	553	640	713	788	861
	65% Rent Limit	540	580	698	799	871	942	1014
<b>Santa Cruz County</b>								
	LOW HOME RENT	431	461	553	640	713	788	861
	HIGH HOME RENT	474	536	665	799	871	942	1014
<b>For information only:</b>	Fair Market Rent	474	536	665	839	1178	1355	1531
	50% Rent Limit	431	461	553	640	713	788	861
	65% Rent Limit	540	580	698	799	871	942	1014



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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS:** Community Development Block Grant (CDBG); State Housing Fund (SHF)

**REGARDING FUNDING SOURCES:** CDBG, HOME, HTF, NSP

**INFORMATION BULLETIN No. 12-14**

**ISSUED:** April 30, 2014

**RE:** HOME, HTF, NSP, CDBG Revised Rent Limits Effective May 1, 2014

Attached are the 2014 **revised rent limits** for Home Investment Partnership (HOME), Housing Trust Fund (HTF) and the Neighborhood Stabilization Programs (NSP) programs. These rent limits are effective May 1, 2014.

HUD has published these revised 2014 HOME Rent Limits. The **only** rents that were revised were Low HOME Rent Limits that should have been held harmless based on decreasing 50 percent rent limits. The 2014 Rent Limits have been updated to correct this error.

As a reminder, the 2014 HOME Rent Limits and Income Limits are effective May 1, 2014.

The tables are also available for download on the Income and Rent Limits page of our website:



**Arizona Department of Housing**

1110 W. Washington, Suite 310 | Phoenix, AZ 85007

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

2014 ARIZONA RENT LIMITS

ARIZONA COUNTIES

5/1/2014

State of Arizona -- State Housing Fund and CDBG Programs

HOME, HTF, NSP and CDBG Program Rent Limits

		EFFICIENCY	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	5 BEDROOM	6 BEDROOM
<b>Flagstaff, AZ Coconino County</b>	LOW HOME RENT	560	600	720	832	928	1023	1119
	HIGH HOME RENT	708	761	915	1048	1149	1250	1351
<b>For information only:</b>	Fair Market Rent	<b>702</b>	<b>816</b>	<b>1021</b>	<b>1296</b>	<b>1651</b>	<b>1899</b>	<b>2146</b>
	50% Rent Limit	551	590	708	818	912	1006	1100
	65% Rent Limit	696	748	899	1030	1129	1227	1326
<b>Lake Havasu City - Kingman Mohave County</b>								
	LOW HOME RENT	470	504	605	699	780	860	942
	HIGH HOME RENT	530	624	748	876	958	1038	1119
<b>For information only:</b>	Fair Market Rent	<b>475</b>	<b>587</b>	<b>749</b>	<b>1015</b>	<b>1175</b>	<b>1351</b>	<b>1528</b>
	50% Rent Limit	448	480	576	665	742	819	896
	65% Rent Limit	564	605	728	832	909	984	1060
<b>Phoenix, AZ Maricopa/Pinal Counties</b>								
	LOW HOME RENT	581	623	747	863	963	1063	1162
	HIGH HOME RENT	617	774	949	1089	1195	1300	1404
<b>For information only:</b>	Fair Market Rent	<b>614</b>	<b>774</b>	<b>957</b>	<b>1410</b>	<b>1647</b>	<b>1894</b>	<b>2141</b>
	50% Rent Limit	581	623	747	863	963	1063	1162
	65% Rent Limit	736	790	949	1089	1195	1300	1404
<b>Prescott, AZ Yavapai County</b>								
	LOW HOME RENT	505	541	650	750	837	923	1009
	HIGH HOME RENT	589	651	784	941	1030	1118	1207
<b>For information only:</b>	Fair Market Rent	<b>546</b>	<b>620</b>	<b>784</b>	<b>1155</b>	<b>1221</b>	<b>1404</b>	<b>1587</b>
	50% Rent Limit	505	541	650	750	837	923	1009
	65% Rent Limit	636	683	822	941	1030	1118	1207
<b>Tucson, AZ Pima County</b>								
	LOW HOME RENT	507	566	680	785	876	966	1057
	HIGH HOME RENT	507	633	852	987	1081	1175	1268
<b>For information only:</b>	Fair Market Rent	<b>507</b>	<b>633</b>	<b>852</b>	<b>1251</b>	<b>1489</b>	<b>1712</b>	<b>1936</b>
	50% Rent Limit	528	566	680	785	876	966	1057
	65% Rent Limit	668	716	862	987	1081	1175	1268

2014 ARIZONA RENT LIMITS

ARIZONA COUNTIES

5/1/2014

State of Arizona -- State Housing Fund and CDBG Programs

HOME, HTF, NSP and CDBG Program Rent Limits

			EFFICIENCY	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	5 BEDROOM	6 BEDROOM	
<b>Yuma, AZ Yuma County</b>			LOW HOME RENT	431	461	553	640	713	788	861
			HIGH HOME RENT	540	580	698	799	871	942	1014
<b>For information only:</b>			Fair Market Rent	<b>576</b>	<b>615</b>	<b>812</b>	<b>1197</b>	<b>1370</b>	<b>1576</b>	<b>1781</b>
			50% Rent Limit	431	461	553	640	713	788	861
			65% Rent Limit	540	580	698	799	871	942	1014
<b>: Apache County</b>			LOW HOME RENT	401	461	553	640	713	788	861
			HIGH HOME RENT	401	490	637	797	871	942	1014
<b>For information only:</b>			Fair Market Rent	<b>385</b>	<b>471</b>	<b>637</b>	<b>797</b>	<b>958</b>	<b>1102</b>	<b>1245</b>
			50% Rent Limit	431	461	553	640	713	788	861
			65% Rent Limit	540	580	698	799	871	942	1014
<b>: Cochise County</b>			LOW HOME RENT	490	525	630	726	811	895	978
			HIGH HOME RENT	616	662	797	912	998	1082	1166
<b>For information only:</b>			Fair Market Rent	<b>641</b>	<b>662</b>	<b>828</b>	<b>1196</b>	<b>1467</b>	<b>1687</b>	<b>1907</b>
			50% Rent Limit	490	525	630	726	811	895	978
			65% Rent Limit	616	662	797	912	998	1082	1166
<b>: Gila County</b>			LOW HOME RENT	432	463	557	647	725	799	873
			HIGH HOME RENT	534	562	709	811	885	958	1031
<b>For information only:</b>			Fair Market Rent	<b>515</b>	<b>537</b>	<b>723</b>	<b>1044</b>	<b>1225</b>	<b>1409</b>	<b>1593</b>
			50% Rent Limit	432	463	555	641	715	789	862
			65% Rent Limit	541	581	699	800	873	944	1016
<b>: Graham County</b>			LOW HOME RENT	434	495	595	686	766	845	924
			HIGH HOME RENT	434	546	660	858	938	1016	1095
<b>For information only:</b>			Fair Market Rent	<b>384</b>	<b>542</b>	<b>646</b>	<b>952</b>	<b>955</b>	<b>1098</b>	<b>1242</b>
			50% Rent Limit	462	495	595	686	766	845	924
			65% Rent Limit	581	624	751	858	938	1016	1095

2014 ARIZONA RENT LIMITS

ARIZONA COUNTIES

5/1/2014

State of Arizona -- State Housing Fund and CDBG Programs

HOME, HTF, NSP and CDBG Program Rent Limits

		EFFICIENCY	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	5 BEDROOM	6 BEDROOM	
<b>: Greenlee County</b>		LOW HOME RENT	454	471	626	726	812	898	983
		HIGH HOME RENT	454	471	637	832	899	1012	1125
<b>For information only:</b>	Fair Market Rent	<b>454</b>	<b>471</b>	<b>637</b>	<b>793</b>	<b>851</b>	<b>979</b>	<b>1106</b>	
	50% Rent Limit	487	521	626	723	806	890	973	
	65% Rent Limit	614	659	792	906	991	1076	1159	
<b>: La Paz County</b>		LOW HOME RENT	431	461	553	640	713	788	861
		HIGH HOME RENT	473	490	663	799	871	942	1014
<b>For information only:</b>	Fair Market Rent	<b>473</b>	<b>490</b>	<b>663</b>	<b>826</b>	<b>1029</b>	<b>1183</b>	<b>1338</b>	
	50% Rent Limit	431	461	553	640	713	788	861	
	65% Rent Limit	540	580	698	799	871	942	1014	
<b>: Navajo County</b>		LOW HOME RENT	431	461	553	640	713	788	861
		HIGH HOME RENT	485	516	661	799	871	942	1014
<b>For information only:</b>	Fair Market Rent	<b>485</b>	<b>489</b>	<b>661</b>	<b>932</b>	<b>942</b>	<b>1083</b>	<b>1225</b>	
	50% Rent Limit	431	461	553	640	713	788	861	
	65% Rent Limit	540	580	698	799	871	942	1014	
<b>: Santa Cruz County</b>		LOW HOME RENT	431	461	553	640	713	788	861
		HIGH HOME RENT	474	536	665	799	871	942	1014
<b>For information only:</b>	Fair Market Rent	<b>474</b>	<b>536</b>	<b>665</b>	<b>839</b>	<b>1178</b>	<b>1355</b>	<b>1531</b>	
	50% Rent Limit	431	461	553	640	713	788	861	
	65% Rent Limit	540	580	698	799	871	942	1014	



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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS: Rental Development**

**REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program**

**INFORMATION BULLETIN No. 13-14**

**ISSUED: June 6, 2014**

**RE: 2014 Low Income Housing Tax Credit  
Reservation List**

The Arizona Department of Housing has posted its 2014 Low Income Housing Tax Credit Reservation List on its website. The list is attached to this information bulletin, and may also be downloaded from the following path under the Reservation/Allocation Lists heading:

ADOH Home Page > Forms and Handbooks > Rental Development (LIHTC Program)

All Applicants will receive correspondence regarding the ADOH review of their submission. Applicants who did not receive a reservation will have an opportunity to schedule a visit with the Department to discuss their submission upon receipt of correspondence regarding their score.

Questions may be directed in writing via US Mail or via email at: [jeanne.redondo@azhousing.gov](mailto:jeanne.redondo@azhousing.gov)

INFORMATION: Jeanne Redondo, Rental Programs Administrator, (602) 771-1031



**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.azhousing.gov](http://www.azhousing.gov)



**ARIZONA DEPARTMENT OF HOUSING  
2014 LIHTC RESERVATION LIST  
JUNE 6, 2014**

ADOH PROJECT #	PROJECT NAME & ADDRESS	OWNERSHIP & DEVELOPER	COUNTY	UNITS				# OF BLDGS	PROJECT TYPE	APPLICATION PROJECT COST	TAX CREDITS RESERVED	
				TOTAL	LIHTC	MKT	EMP					
<b>SET ASIDE FOR SUPPORTIVE HOUSING - CHRONICALLY HOMELESS PEOPLE WITH A PREFERENCE FOR VETERANS</b>												
TC-0791-14	North Mountain Village Apartments 10825 N. Cave Creek Road Phoenix, AZ 85020-1429	UMOM Housing III, LLC <b>Helping Hand Housing Services</b> <b>Dan Gottry</b> <b>(dgottry@umom.org)</b>	Maricopa	48	48	0	0	5	Acq/Demolition & NC	\$ 10,832,472	\$ 947,307	
TC-0783-14	Frank Luke Addition, Phase III Corners of E. Villa, N. 18th and E. McKinley Streets Phoenix, AZ 85006-3744	PERC III Frank Luke Addition LLC <b>Phoenix East Revitalization Corporation III</b> <b>Angela Duncan</b> <b>(angela.duncan@phoenix.gov)</b>	Maricopa	74	74	4	0	11	New Construction	\$ 16,660,997	\$ 1,225,786	
<b>RURAL SET ASIDE</b>												
TC-0785-14	Highland Square Senior Apartments SEC of Candy Lane and Mingus Avenue Cottonwood, AZ 86326-0000	FSL St. Monica Villas, L.P. <b>FSL Real Estate Services</b> <b>Stephen L. Hastings</b> <b>(shastings@fsl.org)</b>	Yavapai	60	60	0	0	1	New Construction	\$ 8,775,039	\$ 738,746	
TC-0773-14	Casas de Esperanza Apartments 1201 E. 3rd Street Douglas, AZ 85607-2008	Cochise Pacific Associates II, an AZ L.P. <b>Pacific West Communities, Inc.</b> <b>Caleb Roope</b> <b>(calebr@tpchousing.com)</b>	Cochise	50	50	0	1	33	Acquisition/Rehabilitation	\$ 7,559,874	\$ 537,485	
<b>TRIBAL SET ASIDE</b>												
TC-0795-14	Pascua Yaqui Homes V Various on S. Camino Benem Tucson, AZ 85757-7543	Pascua Yaqui #5 LLC <b>Pascua Yaqui Tribe</b> <b>Rolando Jaimez</b> <b>(rolando.jaimez@pascuayaqui-nsn.gov)</b>	Pima	20	20	0	0	4	New Construction	\$ 2,974,976	\$ 277,839	
TC-0798-14	San Carlos Homes VII Various addresses in the existing Moonbase Subdivision Peridot, AZ 85542-0710	San Carlos Limited Partnership #7 <b>San Carlos Housing Authority</b> <b>Ronald Boni</b> <b>(rboni@scazha.org)</b>	Graham	50	50	0	0	50	Acq/Rehab & NC	\$ 7,560,694	\$ 547,218	
TC-0800-14	TOKA Homes I Various on Quijotoa Ln, Palo Verde Ln, Saguaro Ln, Greasewood Ln, Cactus Ln, and Baboquivari Cir. Sells, AZ 85634-0000	TOKA Rehab I Limited Partnership <b>Tohono O'odham Ki:Ki Association</b> <b>Pete Delgado</b> <b>(pdelgado@tokahousing.org)</b>	Pima	40	40	0	0	41	Acq/Rehab & NC	\$ 6,948,795	\$ 491,776	
<b>NON-PROFIT SET ASIDE</b>												
TC-0801-14	Virginia @ 3rd 333 E. Virginia Avenue Phoenix, AZ 85004-1206	Virginia Housing, LP <b>Native American Connections, Inc.</b> <b>Joe Keeper</b> <b>(j.keeper@nativeconnections.org)</b>	Maricopa	74	74	0	0	2	Acq/Demolition & NC	\$ 16,941,126	\$ 1,455,390	
TC-0791-14	North Mountain Village Apartments 10825 N. Cave Creek Road Phoenix, AZ 85020-1429	UMOM Housing III, LLC <b>Helping Hand Housing Services</b> <b>Dan Gottry</b> <b>(dgottry@umom.org)</b>	Maricopa	FUNDED UNDER SUPPORTIVE HOUSING SET ASIDE ABOVE								

**ARIZONA DEPARTMENT OF HOUSING  
2014 LIHTC RESERVATION LIST  
JUNE 6, 2014**

ADOH PROJECT #	PROJECT NAME & ADDRESS	OWNERSHIP & DEVELOPER	COUNTY	UNITS					PROJECT TYPE	APPLICATION PROJECT COST	TAX CREDITS RESERVED
				TOTAL	LIHTC	MKT	EMP	# OF BLDGS			
<b>GENERAL POOL</b>											
TC-0802-14	Westward Ho Apartments 618 N. Central Avenue Phoenix, AZ 85004-2196	Central and Fillmore Associates, LP <b>Cathedral Development Group, Inc.</b> <b>Jonathan Bentz</b> (jonathanbentz@pag-cdg.com)	Maricopa	289	289	0	0	3	Acquisition/ Rehabilitation	\$ 26,612,213	\$ 1,449,034
TC-0789-14	Madison Heights Phase I 1110 N. Dysart Road Avondale, AZ 85323-1652	Madison Heights Phase I, LLC <b>Gorman &amp; Company, Inc.</b> <b>Brian Swanton</b> (bswanton@gormanusa.com)	Maricopa	77	77	0	0	7	Acq/Demolition & NC	\$ 16,927,210	\$ 1,495,759
TC-0790-14	Madison Heights Phase II 1110 N. Dysart Road Avondale, AZ 85323-1652	Madison Heights Phase II, LLC <b>Gorman &amp; Company, Inc.</b> <b>Brian Swanton</b> (bswanton@gormanusa.com)	Maricopa	66	66	0	0	5	Acq/Demolition & NC	\$ 13,935,297	\$ 1,217,982
TC-0770-14	Arizona Sun Apartments 1895 E. Don Carlos Tempe, AZ 85281-4565	Arizona Sun Apartments LLC <b>Thomas Development Co. ("TDC")</b> <b>Thomas C. Mannschreck</b> (tmanschreck@thomasdevelopment.com)	Maricopa	57	57	0	0	4	Acquisition/ Rehabilitation	\$ 9,505,404	\$ 575,876
TC-0782-14	Frank Luke Addition, Phase II Corners of E. Villa, N. 18th and E. McKinley Streets Phoenix, AZ 85006-3744	PERC II Frank Luke Addition, LLC <b>Phoenix East Revitalization Corporation II</b> <b>Angela Duncan</b> (angela.duncan@phoenix.gov)	Maricopa	56	53	3	0	11	New Construction	\$ 15,753,088	\$ 1,109,290
TC-0776-14	Downtown Motor Apartments 383 S. Stone Avenue Tucson, AZ 85701-2328	Downtown Motor Lodge, LLC <b>Compass Affordable Housing, Inc.</b> <b>Maryann Beerling</b> (mbeerling@compassaffordablehousing.org)	Pima	44	44	0	0	3	Acq/Demolition & NC	\$ 10,604,005	\$ 934,069
TC-0780-14	Encore on First West 25 W. First Avenue Mesa, AZ 85210-1301	MHA West, LLC <b>Urban Development Partners, LLC</b> <b>Todd Marshall</b> (tmarshall@marshallcompany.com)	Maricopa	44	44	0	0	1	New Construction	\$ 8,400,000	\$ 743,553
TC-0797-14	Rally Point Apartments 101 S. Stone Avenue Tucson, AZ 85701-1912	Rally Point Apartments, LP <b>La Frontera Partners, Inc.</b> <b>Daniella Zepeda</b> (daniella.zepeda@lafrontera.org)	Pima	30	30	0	0	1	Acquisition/ Rehabilitation	\$ 6,336,290	\$ 464,210
TC-0769-14	Apache Villas 2148 E. Apache Boulevard Tempe, AZ 85281-4863	Tempe Housing, LLC <b>Bethel Development, Inc.</b> <b>Daniel N. Terlecki</b> (dan@bethel94.com)	Maricopa	76	76	0	0	2	Acq/Demolition & NC	\$ 13,392,001	\$ 1,125,709
				<b>1,155</b>	<b>1,152</b>	<b>7</b>	<b>1</b>	<b>184</b>		<b>\$ 199,719,481</b>	<b>\$ 15,337,029</b>

## 2014 Information Bulletin

REGARDING PROGRAMS: HOME, CDBG, HOPWA, ESG  
REGARDING FUNDING SOURCES: CDBG, HOME, HOPWA, ESG

INFORMATION BULLETIN No. 14-14  
RE: FY2014 Annual Action Plan

ISSUED: July 8, 2014

ADOH has announced the publication of the HUD approved ADOH FY2014 Annual Action Plan.

The FY 2014 Action Plan is a one (1) year strategic plan to address the low-income housing and community development needs in the State of Arizona, with a special focus on serving the small cities and rural areas of the state. It is the Fifth year Action Plan in the implementation of the five (5) year Consolidated Plan for fiscal years 2010 to 2014. It consolidates the planning, application and funding requirements for several programs funded by HUD: Community Development Block Grant (CDBG); HOME Investment Partnerships Program (HOME); Housing Opportunities for Persons with AIDS (HOPWA); and Emergency Solutions Grant (ESG). The ESG is administered by the Arizona Department of Economic Security (DES).

To download a copy of the 2014 Annual Action Plan, visit our web site: [www.azhousing.gov](http://www.azhousing.gov), click on *Publications & Links*, then *Publications*.

Any questions regarding the Action Plan can be directed to:

Andrew Rael, Assistant Deputy Director, Programs  
Arizona Department of Housing  
1110 West Washington Street, Suite 310  
Phoenix, AZ 85007  
(602) 771-1010  
[publiccomment@azhousing.gov](mailto:publiccomment@azhousing.gov)



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# The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS: Rental Development**

**REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program**

**INFORMATION BULLETIN No. 15-14**

**ISSUED: July 17, 2014**

**RE: 2015 Qualified Allocation Plan Request for Input**

The Arizona Department of Housing (ADOH) is requesting input for its 2015 Qualified Allocation Plan (QAP). The QAP is the document which will govern the allocation and use of 2015 Low Income Housing Tax Credits in accordance with Section 42 of the Internal Revenue Code of 1986, as amended ("I.R.C. § 42"). The input received will be considered while drafting the 2015 QAP. Please provide written comments by **August 8, 2014 at 5:00 pm** via letter or email to either of the following addresses:

By Mail: Jeanne Redondo  
Rental Programs Administrator  
Arizona Department of Housing  
1110 W. Washington Ste. 310  
Phoenix, AZ 85007

By E-Mail: [2015-QAP-Comments@azhousing.gov](mailto:2015-QAP-Comments@azhousing.gov)

The 2014 QAP and *Clarifications to the 2014 QAP* can be found on the ADOH website at:

<http://www.azhousing.gov/ShowPage.aspx?ID=529&CID=16>

A draft of the 2015 QAP will be made available by August 29, 2014 at the following website:

<http://www.azhousing.gov/ShowPage.aspx?ID=529&CID=16>

ADOH is holding the following Focus Groups to receive comments on the draft 2015 QAP. Please plan to attend one or both meetings and join the discussion.

**Tucson**

Friday, September 12, 2014 at 2:15 p.m. – 4:15 p.m.  
J.W. Marriott Starr Pass Hotel  
3800 W. Starr Pass Boulevard  
Tucson, AZ 85745

**Phoenix**

Friday, September 19, 2014 at 11:00 a.m. – 1:00 p.m.  
Carnegie Library Auditorium  
1101 W. Washington  
Phoenix, AZ 85007



Arizona  
Department  
of Housing

**Arizona Department of Housing**

1110 W. Washington, Suite 310 | Phoenix, AZ 85007

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

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## 2014 Information Bulletin

REGARDING PROGRAMS: HOME, CDBG, HOPWA, ESG

REGARDING FUNDING SOURCES: CDBG, HOME, HOPWA, ESG

**INFORMATION BULLETIN No. 16-14**

**ISSUED: August 11, 2014**

**RE: NOTICE OF PUBLIC HEARING. 2015-2019 Consolidated Plan, 2015-2016 Annual Action Plan, Substantial Amendment 2014-2015 Annual Action Plan and Analysis of Impediments to Fair Housing**

The Arizona Department of Housing (ADOH) will hold a Public hearing to receive input on the following:

- 1) 2015-2019 Consolidated Plan
- 2) 2015-2016 Annual Action Plan
- 3) Substantial Amendment to the 2014-2015 Annual Action Plan
- 4) Analysis of Impediments to Fair Housing

### **2015-2019 Consolidated Plan**

ADOH is in the process of developing the 2015-2019 Consolidated Plan, a five year plan that sets forth goals and objectives, determines priorities, describes activities, establishes outcomes and outlines the method of distribution for the use of approximately \$80 million (from July 1, 2015 to June 30, 2020) in the following federal funds from the U.S. Department of Housing and Urban Development: Community Development Block Grant, HOME Investment Partnerships, Housing Opportunities for Persons with AIDS, and Emergency Shelter Grant programs. The Emergency Shelter Grant program is administered by the Arizona Department of Economic Security. These funds are to be used for activities benefitting low income and special needs populations primarily in the non-metropolitan areas of Arizona. ADOH is seeking input on housing and community development needs in your community.

### **2015-2016 Annual Action Plan**

The Consolidated Plan also contains a one year component called the 2014-2015 Action Plan which outlines one year goals for approximately \$16 million of the above listed funding. These funds will be available for the program year which begins July 1, 2015 and ends June 30, 2016. ADOH is seeking input on the use of these funds.



**Substantial Amendment to 2014-2015 Annual Action Plan**

ADOH proposes to reallocate \$1 million from CDBG Administration to CDBG Single Family Owner Occupied Housing Rehabilitation (OOHR). The OOHR funds are proposed to be made available on a competitive basis through a Notice of Funds Available. ADOH is accepting written comments on this proposed amendment until September 5, 2014 at 5:00 p.m. The proposed amendment will be discussed at the Public Hearing listed below.

**Analysis of Impediments to Fair Housing**

The Consolidated Plan contains a Fair Housing component which will identify impediments to fair housing and develop strategies for removing them. ADOH is seeking input on Fair Housing impediments and issues in your community.

ADOH will receive input on all of the above at the following time and location:

Tucson

Thursday, September 11, 2014 at 4:15 p.m.

J.W. Marriott Starr Pass Hotel

3800 W. Starr Pass Boulevard

Tucson, AZ 85745

(520) 792-3500

Written comments and any questions regarding the 2015-2019 Consolidated Plan, 2015-2016 Annual Action Plan, Substantial Amendment to 2014-2015 Annual Action Plan or the Analysis of Impediments to Fair Housing can be directed to:

Andrew Rael, Assistant Deputy Director, Programs

Arizona Department of Housing

1110 West Washington Street, Suite 310

Phoenix, AZ 85007

(602) 771-1010

[publiccomment@azhousing.gov](mailto:publiccomment@azhousing.gov)

**ADA and EQUAL OPPORTUNITY COMPLIANCE STATEMENT**

**If you need accommodations for physical mobility, sensory impairment or language needs in order to participate in this meeting, please contact the ADOH at (602) 771-1000. Notification 48 hours prior to the meeting will enable ADOH to make reasonable arrangements to ensure accessibility to this meeting.**



1110 W. Washington, Suite 310

Phoenix, AZ 85007

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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS:** Community Development and Revitalization

**REGARDING FUNDING SOURCES:** Community Development Block Grant (CDBG)

**INFORMATION BULLETIN No. 17-14**

**ISSUED: August 19, 2014**

**RE: Revised CDBG Administration Handbook and Forms Release**

The Arizona Department of Housing (ADOH) is pleased to announce the release of the CDBG Administration Handbook (REV. 8/18/14) and related forms. The handbook has been posted to the ADOH website on the Forms and Handbooks page at: <http://www.azhousing.gov/ShowPage.aspx?ID=387&CID=16>. The forms have been made word format fillable for your ease and convenience. Please contact your ADOH CD&R Program Specialist to obtain forms as needed.

CDBG recipients should review the entire revised handbook to ensure proper administration of their CDBG funded projects. A table of handbook changes has been included with this bulletin as a reference.

If you have additional questions, please contact your CD&R Program Specialist or Kathy Blodgett, CD&R Programs Administrator at [kathy.blodgett@azhousing.gov](mailto:kathy.blodgett@azhousing.gov).



1110 W. Washington, Suite 310 Phoenix, AZ 85007

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Chapter #	Section	Summary of Change
1	Steps in Contracting Process	Paragraphs describing Threshold Review, Pre-Funding Assessment Letter and Funding Award Letter have been added.
1	Funding Agreement Execution	Clarifying language added to paragraphs.
2	Records Retention	Electronically scanned records have been added as an eligible form of records retention. <b>Required retention schedule changed to follow HUD State CDBG Requirements</b>
3	Internal Controls - Personnel	UGLG must include in their written procedures, the identity and title of the staff person responsible for disbursement of funds for each CDBG contract.
3	Property Management	Clarifying language added to describe what property is included.
3	Equipment Use	The FEMA Rates website has been corrected to the new link.
3	CDBG Timely Request for reimbursement	Stronger language added to aid enforcement of 90 day deadline to submit requests for reimbursement of expenses during the life of the contract.
3	CDBG Timely Request for reimbursement	<b>Expenditures that have aged over 90 days have not been eligible for reimbursement with CDBG funds since 2009. This will be more strictly enforced.</b> Thresholds for contacting ADOH regarding 10 day disbursement by UGLG after receipt of ADOH warrant have been removed. UGLG's must now <b>always</b> contact ADOH if disbursement within 10 days after receipt of ADOH warrant cannot be met.
3	Use and Retention of Program Income	The amount of PI earned during a calendar year must be less than \$35,000 for UGLG to retain for reuse.
3	Audit Requirements	The OMB Circulars website has been corrected to the new link.
3	Allocable Costs and Cost Allocation Plans (Indirect Costs)	UGLG's using a cost allocation plan for indirect costs must submit a copy of the plan and the approval by the cognizant agency at the beginning of each fiscal year for which it has a CDBG Contract.
3	Forms	Inserted pictures of all of the actual Financial Forms used in the CDBG Program.
4	Affirmatively Furthering Fair Housing	HUD Fair Housing website link added as additional place to obtain posters and brochures regarding Fair Housing
5	Contract Revisions - <i>Changes to the Schedule of Completion on the Performance Report</i>	Additional language added regarding milestone date revisions and implementation of formal conference process between UGLG and ADOH after 2 revisions.
5	Contract Revisions - <i>Communication Letter Changes</i>	Only Budget CLC allowable is moving funds from Admin to Project within the same contract. Moving funds of the same year between contracts requires an Amendment.



6	Monitoring Visits and Technical Assistance - <i>Introduction</i>	Language has been changed to match general description of monitoring from the Consolidated Plan and Annual Action Plan. Regulation for CDBG Monitoring has been cited.
6	Monitoring Visits and Technical Assistance - <i>Desk Monitoring</i>	Language has been changed to match description of desk monitoring from the Consolidated Plan and Annual Action Plan.
6	Monitoring Visits and Technical Assistance - <i>On Site Monitoring</i>	Language has been changed to match description of on-site monitoring from the Consolidated Plan and Annual Action Plan.
6	Monitoring Forms	All Desk and On-site Monitoring Forms have been updated and made form fillable. Inserted sample pictures of forms into handbook. Onsite Special Survey Monitoring Form created.
7	Project Reports	This chapter was previously Chapter 8. Inserted picture of revised Attachment B and Non-profit Project Status Report into handbook.
8	Close out Reports - Due date extensions	Extensions to the due date for the Close Out report should be requested 30 days prior to the due date established in the Close Out Due Memo
8	Close out Reports - Administrative Close Out	Added language to clarify when an Administrative Close out is applicable. Added information regarding audits for fiscal years in which UGLG received CDBG funds.
8	Close Out Reports - CDBG Program Review - Consistency Review	Added language to clarify how items on the Close Out Report are reviewed for consistency.
8	Close Out Reports - Sample Close Out Forms	All forms have been made fillable and pictures of forms inserted into the handbook.
8	Close Out Reports - Checklist	The Consistency requirements have changed based on changes to the other close out forms.
8	Close Out Reports - Section I BOR	The Section I BOR Form has had additional Trade Codes added as trade codes for housing projects are different than those for all other activities. This is per the Federal MBE/WBE reporting requirements.
8	Close Out Reports - Section II Performance Report	The "Sect. 3" Column on the Section II Performance Report has been removed, columns re-lettered and instructions for completion of the form have been changed
8	Close Out Reports - Section IV Demographic Spreadsheet	Lead Paint column now has codes assigned in the demographic codes table. Also, demographic codes for the columns have been re-ordered to follow the order on the spreadsheet
8	Close Out Reports - Project Award Nomination	Form has been completely revised and made fillable to match the format HUD uses for Annual Reporting Success Stories.

9	File Checklists	Checklist created for Public Participation. Separated Housing Rehab into 2 checklists (1 for Beneficiary Files and 1 for Program Files) All checklists made form fillable and pictures of forms added to the handbook.
10	Proclamations and Resolutions	Forms have been made fillable and pictures of forms inserted into the handbook.



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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS: Rental Development**  
**REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program**

**INFORMATION BULLETIN No. 18-14**  
**ISSUED: August 29, 2014**  
**RE: Draft 2015 Qualified Allocation Plan**

The Arizona Department of Housing has posted its first draft of the 2015 Qualified Allocation Plan on its website at the following link:

<http://www.azhousing.gov/ShowPage.aspx?ID=529&CID=16>

ADOH will accept written comments on the first draft of the 2014 QAP until **September 26, 2014 at 5:00 pm** via letter or email to either of the following addresses:

By Mail: Jeanne Redondo  
Rental Programs Administrator  
Arizona Department of Housing  
1110 W. Washington St., Suite 310  
Phoenix, AZ 85007

By E-Mail: [2015\\_QAP\\_Comments@azhousing.gov](mailto:2015_QAP_Comments@azhousing.gov)

Comments may also be provided at one of the following Focus Groups. Please plan to attend one or both meetings and join the discussion.

**Tucson**

Friday, September 12, 2014 at 2:15 pm  
J.W. Marriott Starr Pass Hotel  
3800 West Starr Pass Boulevard  
Tucson, AZ 85745

**Phoenix**

Friday, September 19, 2014 at 11:00 am  
Carnegie Library Auditorium  
1101 West Washington Street  
Phoenix, AZ 85007



**Arizona Department of Housing**

1110 W. Washington, Suite 310 | Phoenix, AZ 85007  
Telephone (602) 771-1000 | Facsimile (602) 771-1002 | TDY (602) 771-1001  
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## The Arizona Department of Housing 2014 Information Bulletin

REGARDING PROGRAMS: CDBG

REGARDING FUNDING SOURCES: CDBG

INFORMATION BULLETIN No. 19-14

ISSUED: September 18, 2014

RE: CDBG Application Handbook (Revision 9-3-14)

The Arizona Department of Housing (the Department) has issued a revised CDBG Application Handbook, dated September 3, 2014.

The CDBG Application Handbook is available on the Department's website at: <http://www.azhousing.gov/ShowPage.aspx?ID=387&CID=16>

The change to the handbook includes a revision to the general threshold requirements for CDBG State Special Project (SSP) applications. This revision can be found at Section 6. Distribution of CDBG Funds, State Special Projects, Threshold Issues and Application Requirements page 78.

All forms related to the CDBG Application Handbook are available on the Department's website at: <http://www.azhousing.gov/ShowPage.aspx?ID=528&CID=16> .

For questions regarding the CDBG Application Handbook (Revision 9-3-14) please contact us in writing:

Kathy Blodgett, Administrator  
CD&R Programs  
[Kathy.Blodgett@azhousing.gov](mailto:Kathy.Blodgett@azhousing.gov)



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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS:** Community Development and Revitalization

**REGARDING FUNDING SOURCES:** Community Development Block Grant (CDBG)

**INFORMATION BULLETIN No. 20-14**

**ISSUED:** September 19, 2014

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

### **NOTICE OF FUNDING AVAILABILITY (NOFA OR NOTICE)**

For FY 2014, the Arizona Department of Housing (ADOH) expects to allocate approximately \$1,178,677 in Community Development Block Grant (CDBG) Program funds to State Special Projects (SSP). The FY 2014 SSP funds will be distributed in one competitive funding round and the application submission deadline is Thursday, February 19, 2015 at 4 p.m.

The Application Process for the SSP funding allocation is described in the CDBG Application Handbook (REV. September 3, 2014) with any changes or additional requirements outlined in this Notice. The CDBG Application Handbook and SSP Rating Forms (the Rating Tool and the Completeness Review Form) can be obtained from the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=528&CID=16>.

### **STATE SPECIAL PROJECTS INFORMATION**

#### **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 and Tribal lands.
- All of Arizona's counties except Maricopa and Pima Counties.

#### **Eligible Activities**

Eligible activity categories are found in the CDBG Application Handbook at Section 6 State Special Projects (SSP). Activities must meet a CDBG National Objective and at least 70% of all funds must benefit persons of low and moderate income. Applicants unsure of an activity's eligibility are encouraged to contact ADOH staff to discuss the project.

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

### **Threshold Issues and Application Requirements**

There are general thresholds that apply to every application and thresholds that are project specific. Applications *must meet both general and project specific thresholds* in order to be eligible for scoring. Any application that does not meet all applicable threshold requirements will not be competitively scored and will be denied for funding.

In addition to the thresholds found at Section 6 “State Special Projects” of the CDBG Application Handbook (REV. September 3, 2014) the following thresholds apply:

- **Project application must be for activities that align with the state’s FY2010-2014 Consolidated Plan.**
- **Slum/Blight and Urgent Needs** activities are capped at a maximum of 30% of the total CDBG allocation per year. Applicants proposing Slum/Blight or Urgent Need projects must notify the Department in advance for approval of the submission of a Slum/Blight or Urgent Need project application. *Slum/Blight projects must address one or more of the conditions indicated in the applicant’s resolution as the reason for designation of the target area as Slum/Blight.*
- **Budget:** Applicant must submit detailed budgets for both administrative and project funding (including any leverage funds), which have been carefully considered to maximize the potential of CDBG funds. Budgets should demonstrate project viability, sufficient funding to complete the entire project and document proposed expenses and schedules. The sources of all leverage funds must be provided.
- **Service Area:** Applicant must provide documentation evidencing a clearly-defined and appropriate Service Area for the project (e.g. project maps, census data, surveys, appropriate/complete application forms etc.). Per application Form 13 Applicant must attach a narrative explanation justifying the geographical outline of the Service Area.

### **For Public Facilities and Improvements**

- Eligible activities are:
  - Water System Improvements
  - Wastewater System Improvements
  - Road/Street Improvements
  - Flood and Drainage Improvements
  - Other Public or Privately Owned Utilities
- Applicant must submit complete construction plans and specifications including evidence of approval by the appropriate department at the local government level.
- Applicant must submit proof of site control.
- Applicant must submit final engineering design drawings, signed and certified.
- Applicant must submit a list of qualified bidders selected for solicitation and statement certifying that the local government will select vendors through a competitive procurement process compliant with CDBG guidelines.

- Applicant must include copies of all applicable permits (e.g. zoning, building, Army Corps of Engineers) *or* letters from the appropriate bodies stating these permits will likely be approved within 30 days of award notification. In the event that permits are not applicable (i.e. work performed by city staff in the right of way owned by the city) the applicant must provide a detailed written explanation of why permits are not applicable to the project.
- Applicant must submit evidence of proper zoning for the project type from the appropriate planning and/or zoning dept.
- Applicant must provided detailed Cost estimates that have been signed and certified by an Architect, Engineer or Contractor.

#### **For Community/Supportive Housing Facilities**

- Eligible Activities are:
  - ADA/ROB Improvements – as a standalone activity for any community/supportive housing facility (including parks, playgrounds, libraries, youth centers, community centers, etc.)
  - Community Facilities (e.g. Community Center, Sr. Center)
  - Food Banks
  - Physical or Psychological Disabilities Facilities
  - Homeless Facilities
  - Supportive Housing Facilities (DV shelters, halfway houses, housing for disaster victims, hospitals etc.)
- Applicant must submit complete construction plans and specifications including evidence of approval by the appropriate department at the local government level.
- Applicant must submit documentation demonstrating that the applicant or subrecipient owns the land in question with no restrictive agreements attached to the land.
- Applicant must provide a list of qualified bidders selected for solicitation and statement certifying that the local government or subrecipient will select vendors thru a competitive procurement process compliant with CDBG guidelines.
- Applicant must provide detailed Cost Estimates that have been signed and certified by an Architect, Engineer or Contractor.
- Applicant must include copies of all applicable permits (e.g. zoning, building, Army Corps of Engineers) or letters from the appropriate bodies stating these permits will likely be approved within 30 days of award notification. In the event that permits are not applicable (i.e. work performed by city staff in the right of way owned by the city) the applicant must provide a detailed written explanation of why permits are not applicable to the project.

#### **For Housing:**

- Eligible activities are:
  - Owner Occupied Housing Rehabilitation
  - Rental Housing Rehabilitation
  - Lead-based Paint Evaluation or Reduction
- Applicant must provide a copy of the wait list of *income qualified* homeowners/tenants that is signed by the CDBG Contact to support need. Income qualifications must be less than 6 months old for at least the same number of beneficiaries who will be served by

the application. Wait list must include household name, address, size, AMI%, date of Income Qualification and race/ethnicity information.

- Applicant must submit a copy of the community's Housing Rehab Guidelines (HRGs) **AND** a copy of the ADOH document approving the HRGs. HRG's therefore must be reviewed and approved by ADOH prior to submission of an SSP application. HRG's must have incorporated ADOH Weatherization Standards (Issued 10/12/12, REV. 8/22/13) located at: <http://www.azhousing.gov/ShowPage.aspx?ID=531&CID=16>. (See also CDBG Application Handbook Section 11, Housing Rehabilitation Guidelines part B, page 283).
- Applicant must submit evidence that the community's HRGs have been adopted by its governing body via a resolution or meeting minutes.
- If Rental Rehab: applicant must include documented evidence the landlord has site control.
- If Rental Rehab: applicant must submit a copy of the agreement between the landlord and the local government to rent a certain percentage of units to L/M income households.

#### **For Economic Development Assistance**

- Eligible activities are:
  - Direct Assistance to For-profit Businesses
  - Economic Development Services
  - Micro-enterprise Assistance to Businesses
- Applicant must submit a list of qualified business owners to be assisted.
- Applicant must provide letters from the assisted businesses agreeing to create or retain jobs and comply with CDBG requirements for economic development activities.
- Applicant must provide evidence that the activities proposed are financially feasible.
- If infrastructure/construction project: cost estimates have been certified by an Architect, Engineer or Contractor.

#### **For Planning**

- Eligible activities are:
  - Engineering Plans
  - Architectural Plans
  - Environmental Review Records (ERR)
- The state is limited by CDBG statute to 20% of its annual allocation for administration and planning activities. Therefore applicants must notify the CDBG program in advance of their intention to apply for funds for a planning grant in writing. The written notification must specify the type of plan to be undertaken and the maximum amount of resources to be requested. ADOH retains the right to declare an application for this activity non-fundable on the basis of the state limitation. Applicants will be considered for funding for this activity, if the statewide limitation is exceeded, on a first-notified, first-funded basis. Applicants must submit a copy of the written notification letter dated prior to application deadline.
- Applicant must submit a copy of the ADOH approval to apply for a planning grant dated prior to the application due date.



- All Planning must be for projects that will be implemented through the applicant's next Regional Account application. Applicants will be required to submit an original certification letter executed by the Chief Elected Official verifying that the applicant's upcoming regional account application will be for the implementation of the project for which the planning was completed. Public Participation documentation must support that the planning and project have been discussed, open for public comment and selected as the applications to be submitted to ADOH for funding.
- Completed plans or ERR must be for projects that benefit at least 51% low-mod persons.
- For applicants that do not have a contracted engineer, architect or third party consultant to prepare an ERR:
  - Applicant must submit a Draft Request for Qualifications (RFQ) for the procurement of the engineer, architect or third party consultant.
  - Applicant must submit a list of qualified firms to solicit RFQ
- For applicants that already have a contracted engineer, architect or third party consultant to prepare an ERR:
  - Applicant must submit copies of the procurement documentation from selection of the contracted engineer, architect or third party consultant.
  - Applicant must submit a copy of the contract between the applicant and the engineer, architect or third party consultant.
  - Scope of services in the contract must cover the completion of the plan or ERR for which funding is requested.

Please review Part I "Thresholds" of the ADOH CDBG SSP Rating Tool FY2014. The rating tool can be obtained from the ADOH website at:

<http://www.azhousing.gov/ShowPage.aspx?ID=528&CID=16>

### **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. *All documented evidence of Public Participation process where the project for this SSP application was selected must be submitted.* Please refer to Section 5 of the CDBG Application Handbook (Rev. February 11, 2014):

<http://www.azhousing.gov/ShowPage.aspx?ID=387&CID=16>

### **Selection of Project Awards**

Projects will be selected for SSP funding by a competitive process through which applications are scored. Applications that are complete and have met all applicable threshold requirements will be competitively scored with the highest scoring applications receiving awards until available funds are exhausted. Scored applications will be kept on file for one year and the next highest scoring application will be funded only if funding becomes available through recapture or de-obligated CDBG funds sufficient to award the additional project.

The goals of the rating system are as follows:

- Ensure fairness in competition for the grants;

- Increase the objectivity of the reviews; and
- Provide grantees with more information on how to write a competitive application.

The application rating system places additional emphasis on: targeting the most low-moderate income people and communities; determining the need for the activity; past performance of the applicant and/or administrating agency; and cost effectiveness of the project.

*There is a minimum score requirement of 70 points.* Any applications not scoring the minimum 70 points will not be considered for funding. Please review Part II, III & IV of the ADOH CDBG SSP Rating Tool FY2014 carefully.

The SSP Rating Tool and a Completeness Review Form can be obtained from the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=528&CID=16>

**Selection Notification**

ADOH anticipates notifying all applicants within 90 days of application deadline as to whether they will be funded. Applicants approved for funding should be prepared to initiate projects within 30 days of notification.

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

**Maximum Grant Amount**

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

**APPLICATION TIMELINE**

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

Application Handbook (REV. 9/3/14) release:	September 18, 2014
NOFA release:	September 19, 2014
Application Deadline:	February 19, 2015, 4:00 p.m.

**APPLICATION SUBMITTAL**

ADOH will accept an application for one project from each community/county eligible to receive funding from the State CDBG Program.

Application submissions must include one (1) original and one (1) copy of the application and all back up documentation. The entire application (both original and copy) must be two-hole punched at the top and secured by a clasp. DO NOT submit applications in binders. Any drawings, maps, plans or supportive documents may be included unbound (if not feasible to bound) but must be legible, designated and labeled.

Applications must be received by ADOH no later than **Thursday, February 19, 2015 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:

- Fed Ex, UPS, etc. delivery documents; or
- Department staff documentation of receipt.

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

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



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.azhousing.gov](http://www.azhousing.gov)



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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS: Rental Development**

**REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program**

**INFORMATION BULLETIN No. 21-14**

**ISSUED: October 2, 2014**

**RE: QAP Public Hearing and Upcoming Dates**

### **QAP Public Hearing:**

The Arizona Department of Housing will hold a public hearing regarding the 2015 Qualified Allocation Plan (QAP) on **Monday, October 27, 2014 at 10:30 am** at the following location:

**Carnegie Library – Auditorium**  
1101 West Washington Street  
Phoenix, AZ 85007

Free parking is available on the streets surrounding the library and at the Arizona Department of Environmental Quality garage at the northwest corner of 10<sup>th</sup> Avenue and Washington Street.

ADOH intends to publish a second draft of the 2015 QAP on its website on or about **October 10, 2014**.

### **2015 QAP Application Workshop:**

The Arizona Department of Housing will hold the 2015 LIHTC Application Workshop on **January 7, 2015** from 9:00 am to 2:00 pm at the Phoenix Airport Marriott, 1101 North 44<sup>th</sup> Street in Phoenix, AZ. Developers (or their Co-Developer or Consultant) who plan to submit an application in the 2015 round must attend this annual training. Registration for this workshop is now available on the ADOH website at Training & Events.

INFORMATION: Jeanne Redondo, Rental Programs Administrator, (602) 771-1031



**Arizona Department of Housing**

1110 W. Washington, Suite 310 | Phoenix, AZ 85007

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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS:** Community Development and Revitalization; Rental

**REGARDING FUNDING SOURCES:** Community Development Block Grant (CDBG);  
Home Investment Partnership Program (HOME)

**INFORMATION BULLETIN No. 22-14**

**ISSUED: October 8, 2014**

**RE: Revised Environmental Review Handbook and Forms Release**

The Arizona Department of Housing (ADOH) is pleased to announce the release of the Environmental Review Handbook (REV. 10/7/14) and related forms. The handbook has been posted to the ADOH website on the Community Revitalization Forms and Handbooks page. The forms have been made Word format fillable for your ease and convenience.

CDBG and HOME recipients should review the entire revised handbook to ensure proper completion of their Environmental Review Records. A table of handbook changes has been included with this bulletin as a reference.

If you have additional questions, please contact your ADOH Program Specialist or Kathy Blodgett, CD&R Programs Administrator at [kathy.blodgett@azhousing.gov](mailto:kathy.blodgett@azhousing.gov).



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[www.azhousing.gov](http://www.azhousing.gov)

ERR Handbook  
REVISIONS AS OF 10/7/14

Section	Page	Desc. Of Change
3. Determining a Project's Environmental Status	10	Paragraph 3.5.1 Language added to refer to Housing Reconstruction projects to Section 7,
5. Categorically Excluded (CE) Projects	13	Paragraph 5.4 Language added to clarify process if response letters have not been received from the agencies to which you have sent consultation letters (E-10)
6. Environmental Assessment (EA) Projects	15	Paragraph 6.1 Required Forms: E-4 Statutory Worksheet has been removed because the form has been combined with the E-11 Environmental Assessment Checklist.
6. Environmental Assessment (EA) Projects	16	Paragraph 6.3 Approximate Timeline: all references to the E-4 Statutory Worksheet have been removed.
6. Environmental Assessment (EA) Projects	18	Paragraph 6.5.2 Required Forms for a Re-evaluation: E-4 Statutory Worksheet has been removed because the form has been combined with the E-11 Environmental Assessment Checklist. <b>PLEASE NOTE: If the Re-evaluation is for an approved Environmental Review with an E-13 Authority to Use Grant Funds issued prior to October 2014 you will need to submit a copy of the original E-4 Statutory Worksheet in addition to the above required forms with your Re-evaluation request.</b>
7. Housing Rehabilitation	21-22	Paragraph 7.4.1 and 7.4.3 Clarification added that if the project is able to downgrade to Exempt, you must complete and submit an E-2 Documentation of Exemption Form with the other required Environmental Review documents.
12. Checklists	35	E-CK.3 Checklist for Environmental Assessment Projects has been revised. Reference to the E-4 Statutory Worksheet has been removed.

ERR Handbook  
REVISIONS AS OF 10/7/14

12. Checklists	36	E-CK.4 Checklist for Housing Rehabilitation Projects - Instructions at top of form have been clarified. If project consists of reconstruction only use either E-CK.7 Reconstruction Non-Floodplain or E-CK.8 Reconstruction in Floodplain. For Housing Rehab programs that include both rehabilitation and reconstruction you will complete the E-CK.4 or E-CK.5 for the rehab units and either an E-CK.7 or E-CK.8 for EACH reconstruction unit.
12. Checklists	38	E-CK.6 Checklist for Re-evaluation of Environmental Assessment. Clarifying language added "***PLEASE NOTE: If the Re-evaluation is for an approved Environmental Assessment Review with an E-13 Authority to Use Grant Funds issued prior to October 2014, you will need to submit a copy of the original E-4 Statutory Worksheet in addition to the above required forms with your Re-evaluation request."
12. Checklists	39	E-CK.7 Note added under Form E-4a: if not in floodplain & no mitigation actions required (all box "A" checked) Project downgrades to EXEMPT. Skip Publication, E-12 and E-13. Send all completed Docs to ADOH including a completed E-2 Documentation of Exemption Form.
14. Forms	77	E-4 Statutory Worksheet form and Instructions have been updated to provide additional guidance on the instructions pages for each of the compliance factors.
14. Forms	84	E-4a Statutory Worksheet - OOHR Reconstruction Form has been finalized and added to handbook.
14. Forms	106	E-11 Environmental Assessment Checklist and Instructions have been combined with the E-4 Statutory Worksheet to now require just the E-11 on an EA project. Revised form has been inserted in the handbook.

ERR Handbook  
REVISIONS AS OF 10/7/14

15. Housing Rehab Forms	127	E-HR.2 Appendix A form has been updated to the most current HUD Version which is dated 2013. <b>PLEASE NOTE: Part III Historic Preservation, Question 2 language has changed. Compliance is met when unit is less than 50 years old <u>AND</u> involves only interior rehabilitation with no visible changes to the exterior of the structure.</b>
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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS: Rental Development**

**REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program**

**INFORMATION BULLETIN No. 23-14**

**ISSUED: October 10, 2014**

**RE: Second Draft of 2015 QAP Published and QAP Public Hearing**

### **2015 Draft Qualified Allocation Plan (QAP) Posted**

The Arizona Department of Housing (ADOH) has posted a second draft of the 2015 QAP on its website: [www.azhousing.gov/Forms and Handbooks/Rental Development \(LIHTC Program\)](http://www.azhousing.gov/Forms%20and%20Handbooks/Rental%20Development%20(LIHTC%20Program)).

ADOH will accept written comments on the second draft of the 2015 QAP until October 27, 2014 at 5:00 pm via letter or email to either of the following addresses:

By Mail: Jeanne Redondo  
Rental Programs Administrator  
Arizona Department of Housing  
1110 West Washington Street, Suite 310  
Phoenix, AZ 85007

By E-Mail: [2015-QAP-Comments@azhousing.gov](mailto:2015-QAP-Comments@azhousing.gov)

Comments may also be provided at the QAP Public Hearing, which will be held on **Monday, October 27, 2014 at 10:30 am** at the following location:

**Carnegie Library – Auditorium**  
1101 West Washington Street  
Phoenix, AZ 85007

Free parking is available on the streets surrounding the library and at the Arizona Department of Environmental Quality garage at the northwest corner of 10<sup>th</sup> Avenue and Washington Street.

INFORMATION: Jeanne Redondo, Rental Programs Administrator, (602) 771-1031



**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.azhousing.gov](http://www.azhousing.gov)



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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS:** Community Development and Revitalization

**REGARDING FUNDING SOURCES:** Home Investment Partnerships Program (HOME),  
Community Development Block Grant (CDBG)

**INFORMATION BULLETIN No. 24-14**

**ISSUED:** October 20, 2014

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

### 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 and CDBG. This NOFA is for housing rehabilitation programs for owner occupied single family dwellings. For Federal FY2014 the Department expects to allocate approximately \$2,250,000.00 in HOME and CDBG combined. The funding will be allocated through one competitive funding round and the application submission deadline is March 20, 2015 at 4:00 p.m.

The Application process and forms will follow the SHF guidelines which can be found in the FY2014-2015 SHF Program Summary and Application Guide. The Guide and all related forms can be downloaded from the Forms and Handbooks /State Housing Fund (SHF) page of the Department's website.

### 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 Federal FY2014 is:

- Preserve and improve the long-term life of existing affordable owner occupied housing stock

- In support of this Objective, the Department will allocate HOME and CDBG funds to activities that improve the condition of housing units to meet the following standards: State’s Rehabilitation Standards (Rev. 11/18/13) located on the Forms and Handbooks/State Housing Fund (SHF) page of the Department’s website.
- Most recent State and Local code requirements.
- Energy Star upgrades.
- International Energy Conservation Code (IECC, 2009 Edition) or code most recently adopted by local building jurisdiction.
- Weatherization Standards for OOHHR Housing Rehab (Issued 10/12/12, Rev. 11/18/13) located on the Forms and Handbooks/State Housing Fund (SHF) page of the Department’s website.
- All plumbing fixtures are to be “low-flow.”
- All units regardless of funding source will follow HOME program property standards for owner-occupied housing rehabilitation.

The funding process can be found in the FY2014-2015 SHF Program Summary and Application Guide which includes information regarding:

1. Completeness review
2. Threshold review
3. Scoring
4. Financial and Technical review
5. Compliance with Federal and State regulations
6. ADOH Funding Approval

Applicants and project applications must meet completeness and ALL of the common and activity-specific threshold requirements to be considered for competitive funding. There will be no remedy period for applications that are incomplete. Those applications missing required threshold items will be given a remedy period of five (5) business days to submit the required documentation. The Department will contact the applicant (via e-mail or standard mail), regarding the insufficient threshold documentation. Applications that do not meet all thresholds at the end of the remedy period will not receive further consideration. Original applications that do not meet completeness or thresholds will be returned to the Applicant. A copy of the application will remain with the Department.

#### **PROGRAM ELIGIBILITY**

Specific Owner Occupied Housing Rehabilitation program eligibility requirements are found in the FY2014-2015 SHF Program Summary and Application Guide. Pay close attention to chapters 1, 2 and 4 for further information that includes but is not limited to eligible applicants; eligible and ineligible activities; eligible beneficiaries; eligible property types and eligible assistance types. The FY2014-2015 SHF Program Summary and Application Guide and the FY2014-2015 Owner Occupied Housing Rehabilitation Application (REV. 9/5/2014) can be downloaded from the Forms and Handbooks/State Housing Fund (SHF) page of the Department’s website at: [www.azhousing.gov](http://www.azhousing.gov).

#### **MAXIMUM APPLICANT FUNDING**

The maximum limit of HOME funding available per application is **\$250,000**. An additional 10% (up to **\$25,000**) in general administrative funding thru the Housing Trust Fund is also available

for a total maximum application funding of **\$275,000.00**. Only one application request per applicant will be considered for funding.

#### **COMPETITIVE APPLICATION REVIEW CRITERIA**

The review criterion is set forth in Chapters 2 and 4 of the FY2014-2015 SHF Program Summary Application Guide.

#### **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 all thresholds are competitively scored. Scoring criteria is contained in the application documents. Applicants should complete the 2014-2015 OOHR Application Score Sheet as a self score. The 2014-2015 OOHR Application Score Sheet is available for download from the Forms and Handbooks/State Housing Fund (SHF) page of the Department's website at: [www.azhousing.gov](http://www.azhousing.gov).

#### **FUNDING NOTIFICATION**

The Department will make every effort to make its funding decisions within 90 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**

The Application Form is fillable and is in Excel format. There is a separate tab for each application page as well as for the application TAB instructions.

Applicants must submit one (1) original and one (1) copy of the completed application package.

Applicants must submit their application packages as described under Application Format, completing all required sections and providing all required supporting documentation. Application packages not filed in duplicate or not received by 4:00 p.m. on the application deadline will not be accepted for review. The application package and any subsequent revisions or clarifications, if approved for funding, will become part of the agreement with the Department. Please refer to Chapter 2, section 2.2 (A) and (B); and Chapter 4, section 4.14 for additional application completeness criteria.

#### **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 on the Forms and Handbooks/State Housing Fund (SHF) page of the Department's website: [www.azhousing.gov](http://www.azhousing.gov).

**Application material must be:**

- **Original plus one copy.**
- **8 ½ x 11 format**
- **Single sided**
- **Each copy must be two-hole punched at the top and bound by a metal fastener or large clip.**
- **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" with a statement describing the reason(s) the item is not applicable should be included in this space. *Tabbed sections indicating "N/A" that do not contain a written explanation will be considered to be missing documentation.* 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 March 20, 2015.

*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, CD&R Division  
Arizona Department of Housing  
1110 West Washington Street, Suite 310  
Phoenix, Arizona 85007**

Questions regarding Owner Occupied Housing Rehabilitation applications must be submitted in writing and may be directed to Kathy Blodgett, CD&R Programs Administrator at: [Kathy.Blodgett@azhousing.gov](mailto:Kathy.Blodgett@azhousing.gov).



**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](http://www.housingaz.com)



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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS: Rental Development**

**REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program**

**INFORMATION BULLETIN No. 25-14**

**ISSUED: November 6, 2014**

**RE: LIHTC Application Additional Forms Posted**

The Arizona Department of Housing (ADOH) has posted draft 2015 LIHTC Additional Forms (with the exception of Form 3) in Microsoft Excel on its website by following this path:

**[www.az.housing.gov/Forms & Handbooks/Rental Development \(LIHTC Program\)](http://www.az.housing.gov/Forms%20&%20Handbooks/Rental%20Development%20(LIHTC%20Program))**

The forms are available for review until the Governor approves the QAP, at which time the final forms for the 2015 LIHTC Application will be posted for use in the applications. ADOH does not anticipate changes to the forms. If you find an issue with them, please email [Jeanne.Redondo@azhousing.gov](mailto:Jeanne.Redondo@azhousing.gov) with the specific concern that you believe needs to be addressed.

The Draft Form 3, Draft Exhibit D, and Draft Market Study Guide will be posted on or about November 14<sup>th</sup>.

The final 2015 QAP, Exhibit D, Market Study Guide and all forms are expected to be posted no later than January 1, 2015.

INFORMATION: Jeanne Redondo, Rental Programs Administrator, (602) 771-1031



**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.azhousing.gov](http://www.azhousing.gov)



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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS:** Rental Compliance

**REGARDING FUNDING SOURCES:** Low Income Housing Tax Credit Program (LIHTC), Section 8, HOME, Housing Trust Fund, Neighborhood Stabilization Program (NSP)

**INFORMATION BULLETIN No. 26-14**

**ISSUED:** November 7, 2014

**RE:** Change to Passbook Savings Rate on Net Assets Effective 2/1/2015

The U.S. Department of Housing and Urban Development has announced that effective February 1, 2015, the passbook savings rate to be used for all move-in, initial, annual, and interim recertifications when a family has net assets over \$5,000 is .06%. This .06% rate must be used until Multifamily Housing publishes and makes effective a new passbook savings rate.

This new rate pertains to the passbook savings rate used to determine annual income from net family assets. Beginning February 1, 2015, Multifamily will annually publish the passbook savings rate to be used for all certifications to replace the previously set rate of 2% with a rate reflective of the national average.

The notice released by HUD follows this bulletin as pages 2 through 5.

ADOH will be updating the Tenant Income Certification (TIC) form in January 2015 to reflect the new passbook savings rate effective February 1, 2015.

**INFORMATION:** Lisa Troy, Compliance Administrator, [lisa.troy@azhousing.gov](mailto:lisa.troy@azhousing.gov) + 602-771-1071



1110 W. Washington, Suite 310 | Phoenix, AZ 85007  
Telephone (602) 771-1000 | Facsimile (602) 771-1002 | TDY (602) 771-1001  
[www.azhousing.gov](http://www.azhousing.gov)



ASSISTANT SECRETARY FOR HOUSING-  
FEDERAL HOUSING COMMISSIONER

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**Special Attention of:**

Multifamily Hub Directors  
Multifamily Program Center Directors  
Rural Housing Services (RHS) Directors  
Supervisory Housing Project Managers  
Housing Project Managers  
Contract Administrators  
Multifamily Owners and Management Agents

NOTICE: H 2014-15

Issued: October 31, 2014

Expires: This notice remains in effect  
until amended, revoked, or  
superseded.

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**Subject: Passbook Savings Rate Effective February 1, 2015 and Establishing Future  
Passbook Savings Rates**

- I. Purpose:** This notice provides guidance to owners of HUD Multifamily Housing subsidized properties related to the passbook savings rate used to determine annual income from net family assets. Beginning February 1, 2015, Multifamily will annually publish the passbook savings rate to be used for all certifications to replace the previously set rate of 2% with a rate reflective of the national average.
- II. Background:** Under 24 CFR §5.609(b)(3), when determining annual income for families who receive assistance in a Multifamily Housing subsidized unit, the owner includes in annual income the greater of either: (1) actual income resulting from all net family assets; or (2) a percentage of the value of such assets based upon the current passbook savings rate as determined by the U.S. Department of Housing and Urban Development (HUD) when a family has net assets in excess of \$5,000. The Office of Multifamily Housing Programs had previously set the passbook savings rate at 2% because, historically, interest rates had fluctuated around that number. As interest rates have now dropped and maintained a level significantly below 2%, Multifamily Housing acknowledges the need to adjust the passbook savings rate at least annually to represent current national averages.
- III. Applicability:** This notice applies to the following programs:
- A. Project-based Section 8
    - 1. New Construction
    - 2. State Agency Financed



- 3. Substantial Rehabilitation
- 4. Section 202/8
- 5. Rural Housing Services (RHS) Section 515/8
- 6. Loan Management Set-Aside (LMSA)
- 7. Property Disposition Set-Aside (PDSA)
- B. Section 101 Rent Supplement
- C. Section 202/162 Project Assistance Contract (PAC)
- D. Section 202 Project Rental Assistance Contract (PRAC)
- E. Section 202 Senior Preservation Rental Assistance Contracts (SPRAC)
- F. Section 811 PRAC
- G. Section 811 Project Rental Assistance Demonstration units under a Rental Assistance Contract (PRA)
- H. Section 236
- I. Section 236 Rental Assistance Payments (RAP)
- J. Section 221(d)(3) Below Market Interest Rate (BMIR)

**IV. Passbook Savings Rate:** This notice provides guidance regarding the passbook savings rate that will supersede information in the HUD Handbook 4350.3 Section 5-7.F. When calculating tenant income, owners should refer to the information in this notice to determine the appropriate interest rate at which to impute income from assets.

- A. **Setting the Rate:** The passbook savings rate will be based on the national average provided by the Federal Deposit Insurance Corporation.
- B. **Publication of the Rate:** The Office of Policy Development and Research publishes income limits on an annual basis to which owners must refer. Likewise, Multifamily Housing will publish the passbook savings rate, and its effective date, on a similar timeframe through a Housing program notice. Owners must begin using the new rate for all move-in, initial, annual, and interim certifications concurrent with the effective date provided. The provided effective date will allow for sufficient time to update software to include the new passbook savings rate.
- C. **Updates to the Rate:** Multifamily Housing will retain the authority to update the passbook savings rate within the calendar year. If during the year the national average differs by at least 2% from the published rate, Multifamily Housing may publish a new rate, along with its effective date, to be used in the interim.

**V. Interim Recertifications:** According to Handbook 4350.3 and the model lease, tenants have the right to request an adjustment through the interim recertification process if their income changes before the next annual recertification. Because a

change in the passbook savings rate may change the reported income for individuals with more than \$5000 in assets, these tenants are permitted to request an interim recertification. Owners should refer to HUD Handbook 4350.3, Section 7-10 when processing interim recertifications.

**VI. Passbook Savings Rate Effective February 1, 2015**

Effective February 1, 2015, the passbook savings rate to be used for all move-in, initial, annual, and interim recertifications when a family has net assets over \$5,000 is .06%. This .06% rate must be used until Multifamily Housing publishes and makes effective a new passbook savings rate.

**VII. Environmental Impact**

In accordance with § 50.19(c)(6) of the HUD regulations, this Notice sets forth rate determinations which do not constitute a development decision that affects the physical condition of specific project areas or building sites, and therefore is categorically excluded from the requirements of the National Environmental Policy Act and related Federal laws and authorities.

**VIII. Paperwork Reduction Act**

There are no information collection requirements in this Notice and therefore the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) does not apply. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

**IX. Inquiries**

Questions about this notice should be directed to Catherine Brennan in the Office of Asset Management and Portfolio Oversight at 202-402-6732 or [Catherine.M.Brennan@hud.gov](mailto:Catherine.M.Brennan@hud.gov).

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Biniam Gebre, Acting Assistant Secretary for Housing-  
Federal Housing Commissioner



## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS: LIHTC Rental Compliance & Monitoring**

**REGARDING FUNDING SOURCES: Low Income Housing Tax Credits (LIHTC)**

### **INFORMATION BULLETIN No. 27-14**

**ISSUED: November 24, 2014**

**RE: Self-Certification Now Allowed on 100% Affordable LIHTC  
Projects (50% and 60% units only)**

Effective January 1, 2015, ADOH will accept the Self-Certification Questionnaire for 100% affordable LIHTC projects (50% and 60% units only) for annual recertification.

If a project has market rate units, full recertifications must be completed annually as required by IRC Section 42. If a project has deep skews (i.e. 20%, 30%, 40% units) full recertifications must be completed annually on these units only.

If a household in a 50% unit self-certifies their income to be over 140% of the maximum income limit, the property must swap the unit with an available 60% unit (project-wide) as required by the next available unit rule.

Finally, if the property has State Housing Funds (HOME, HTF, NSP) full recertifications must be completed annually for these units.

The Self-Certification Questionnaire can be downloaded on the Rental Compliance & Monitoring forms page on the ADOH website, [www.azhousing.gov](http://www.azhousing.gov).

**INFORMATION:** Lisa Troy, Compliance Administrator, [lisa.troy@azhousing.gov](mailto:lisa.troy@azhousing.gov) + 602-771-1071



1110 W. Washington, Suite 310 Phoenix, AZ 85007  
Telephone (602) 771-1000 | Facsimile (602) 771-1002 | TDY (602) 771-1001  
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## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS: Rental Development**  
**REGARDING FUNDING SOURCES: State Housing Fund**

**INFORMATION BULLETIN No. 28-14**

**ISSUED: November 19, 2014**

**RE: Loan Deferral Procedures**

The Arizona Department of Housing (“ADOH” or the “Department”) is revising its loan deferral request procedures effective immediately for all loan payments which are due on or after December 31, 2014. ADOH will consider requests to defer or modify a scheduled payment of a State Housing Fund (HOME or Housing Trust Fund) loan for Projects that do not have sufficient cash flow to make the annual payment. Review of the request will not commence until all outstanding documents have been received as outlined below:

1. Formal letter requesting the Loan Payment Deferral.
2. A copy of the Audited Financial Statements for the period of time that payment is due and requested to be deferred. The Audited Financial Statements must include a supplemental cash flow statement or an expanded standard cash flow statement prepared by the CPA that includes the priority of payments (aka waterfall of funds) distributed from cash flow. This cash flow statement should adhere to the terms and conditions of the ADOH Promissory Note and note any conflicts. A sample of the required format for this supplemental cash flow statement is attached.
3. Unusual or unexpected events leading to additional costs or expenses shall be documented and reflected in the Cash Flow presentation.

The above documents should be sent in **hard** copy prior to the payment due date to:

Iris Glass, Loan Servicing Manager  
Arizona Department of Housing  
1110 West Washington Street, Suite 310  
Phoenix, AZ 85007

Loan servicing questions may be directed to Ms. Glass at (602) 771-1028.

**SAMPLE SUPPLEMENTAL CASH FLOW STATEMENT**

**Borrower:** ABC, Limited Partnership  
**Project:** Arizona Apartments

Audit Prepared By: CPA Firm  
**Report Type:** Cash Flow Statement Example

*(Actual Dollars)*

<b>Statement Date(s):</b>	2013	2012
<b><u>Cash Flow from Operating Activities:</u></b>		
Net Income / (Loss):	\$50	\$25
<b><u>Adjustment(s):</u></b>		
Depreciation:	\$20	\$10
Change in Accounts Receivables:	\$5	\$5
Change in Inventory:	\$0	\$0
Change in Accounts Payable & Accruals:	(\$15)	(\$15)
Change in Income Taxes Payable:	(\$2)	(\$2)
Change in Deferred Taxes:	\$0	\$0
Change in Other Assets:	\$0	\$0
<b>Total Adjustments:</b>	<b>\$8</b>	<b>(\$2)</b>
<b>Net Cash from Operatiing Activities:</b>	<b>\$58</b>	<b>\$23</b>

**Waterfall (aka Priority of Payment) of Cash Flow:**

less: Reserves (if not already deducted)	(\$5)	(\$5)
less: Investor Asset Management Fee (if not already deducted)	(\$5)	(\$5)
less: Deferred Developer Fee (if not already deducted)	(\$2)	(\$2)
less: ADOH HOME / HTF Loan Payment	(\$10)	(\$10)
less: Other Muncipal / County Debt	(\$2)	(\$2)
less: Syndicator Fees and Adjustors	(\$1)	(\$1)
less: Incentive Management Fees	(\$1)	(\$1)
less: Operating Deficit Loans	(\$1)	\$0
less: Distribution to General Partner/Managing Member	(\$31)	\$0
<b>Net Cash for the Period</b>	<b>\$0</b>	<b>(\$3)</b>

**Note(s):**

- Cash Flow presentation is to be based on the Audited Financial Statement for the period a deferral is requested.
- The Waterfall or Priority of Payment of Cash flow is to adhere to the agreed upon terms of the Promissory Note of the Department.
- Items below ADOH in the waterfall should reflect no distribution if there is insufficient cash flow to make a payment to ADOH under the terms of the Promissory Note.

**Acknowledgement:**

*The preparer of the subject statement has prepared the Supplemental Cash Flow Statement in accordance with the Standard Accounting Practices (GAAP) and was provided and has reviewed the appropriate legal documentation to produce and present the stated Waterfall as shown above.*

[Signature] \_\_\_\_\_  
 Prepared By:  
 Title:  
 Firm:  
 Date:

## 2014 Information Bulletin

REGARDING PROGRAMS: HOME, CDBG, HOPWA, ESG

REGARDING FUNDING SOURCES: CDBG, HOME, HOPWA, ESG

**INFORMATION BULLETIN No. 29-14 ISSUED: December 4, 2014**

**RE: NOTICE OF PUBLIC MEETING. 2015-2019 Consolidated Plan, 2015-2016 Annual Action Plan, and Analysis of Impediments to Fair Housing**

The Arizona Department of Housing (ADOH) is holding three Public Meetings to receive input on the following: 1) 2015-2019 Consolidated Plan; 2) 2015-2016 Annual Action Plan; 3) Analysis of Impediments to Fair Housing.

### 2015-2019 Consolidated Plan

ADOH is in the process of developing the 2015-2019 Consolidated Plan, a five year strategic plan that sets forth goals and objectives, determines priorities, describes activities, establishes outcomes and outlines the method of distribution for the use of approximately \$80 million (from July 1, 2015 to June 30, 2020) in the following federal funds from the U.S. Department of Housing and Urban Development: Community Development Block Grant, HOME Investment Partnerships, Housing Opportunities for Persons with AIDS, and Emergency Solutions Grant programs. The Emergency Solutions Grant program is administered by the Arizona Department of Economic Security. These funds are to be used for activities benefitting low income and special needs populations primarily in the non-metropolitan areas of the State of Arizona. ADOH is seeking input on housing and community development needs in your community or county.

### 2015-2016 Annual Action Plan

The Consolidated Plan also contains a one year component called the 2014-2015 Action Plan which outlines one year goals for approximately \$16 million of the above listed funding. These funds will be available for the program year which begins July 1, 2015 and ends June 30, 2016. ADOH is seeking input on the proposed use of these funds.

### Analysis of Impediments to Fair Housing

The Consolidated Plan contains a Fair Housing component which will identify impediments to fair housing and develop strategies for addressing the impediments. ADOH is seeking input on Fair Housing impediments and issues in your community or county.



The meetings will take place in conjunction with the Arizona Balance of State Continuum of Care Quarterly Regional Meetings. The Consolidated Plan portion of the meetings will take place following the conclusion of the Continuum of Care meetings at 10:30 a.m.

**Parker**

Thursday, January 8, 2015 at 10:30 a.m.  
Arizona Western College  
Parker Learning Center  
1109 Geronimo Avenue  
Parker, Arizona

**Benson**

Tuesday, January 13, 2015 at 10:30 a.m.  
Cochise College  
Benson Center  
1025 State Route 90  
Benson, Arizona

**Cottonwood**

Friday, January 16, 2015 at 10:30 a.m.  
Verde Valley Guidance Clinic  
Community Mingus Room  
8 E. Cottonwood Street  
Cottonwood, Arizona

Written comments and any questions regarding the 2015-2019 Consolidated Plan, 2015-2016 Annual Action Plan, or the Analysis to Impediments to Fair Housing can be directed to:

Andrew Rael, Assistant Deputy Director, Programs  
Arizona Department of Housing  
1110 West Washington Street, Suite 310  
Phoenix, AZ 85007  
(602) 771-1010  
[publiccomment@azhousing.gov](mailto:publiccomment@azhousing.gov)



1110 W. Washington, Suite 310  
Phoenix, AZ 85007  
Telephone (602) 771-1000 Facsimile (602) 771-1002 TDY (602) 771-1001  
[www.azhousing.gov](http://www.azhousing.gov)



For disability related accommodations, please contact Joy Johnson at the Arizona Department of Housing (602) 771-1026 or by e-mail ([joy.johnson@azhousing.gov](mailto:joy.johnson@azhousing.gov)) at least 48 hours prior to the event to allow sufficient time to make necessary arrangements.



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## 2014 Information Bulletin

**REGARDING PROGRAMS: HOME, CDBG, HOPWA, ESG**

**REGARDING FUNDING SOURCES: CDBG, HOME, HOPWA, ESG**

**INFORMATION BULLETIN No. 30-14**

**ISSUED: December 22, 2014**

**RE: 2015-2019 CONSOLIDATED PLAN SURVEY**

ADOH is in the process of developing the 2015-2019 Consolidated Plan, a five year plan that determines the use of approximately \$15.6 million annually in Community Development Block Grant, HOME Investment Partnerships, Housing Opportunities for Persons with AIDS and Emergency Solutions Grant. These funds are to be used for activities benefitting low income and special needs populations primarily in the non-metropolitan areas of Arizona. ADOH is also developing an Analysis of Impediments to Fair Housing in conjunction with the Southwest Fair Housing Council.

Please take a few minutes to go the following link to complete this survey which will provide ADOH critical information about the needs in your area so that we may appropriately prioritize the use of these important federal funds.

<https://www.surveymonkey.com/s/ONQMTXL>



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Arizona  
Department  
of Housing

## The Arizona Department of Housing 2014 Information Bulletin

**REGARDING PROGRAMS: Rental Development**

**REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program**

**INFORMATION BULLETIN No. 31-14**

**ISSUED: December 23, 2014**

**RE: LIHTC DRAFT Application Materials Posted**

The Draft 2015 Qualified Allocation Plan (“QAP”) that was submitted to the Governor by the Arizona Department of Housing (“ADOH”) is still pending approval. In order to provide an opportunity for applicants to begin planning for their applications, ADOH has posted the following [draft documents](#) on its website at this path:

[\*\*www.azhousing.gov/Forms and Handbooks/Rental Development \(LIHTC Program\)\*\*](http://www.azhousing.gov/Forms and Handbooks/Rental Development (LIHTC Program))

- 2015 Draft Design Standards
- 2015 Draft Market Study Guide
- 2015 Draft Forms and Exhibits
- 2015 Draft Gap Application

Please note that one of the application eligibility requirements that must be met is attendance at the 2015 LIHTC Application Workshop being held on January 7, 2015 at the Phoenix Airport Marriott. The **deadline for registration is December 26, 2014**. Register via the Department website Event Calendar.

**INFORMATION:** Jeanne Redondo, Rental Programs Administrator, (602) 771-1031



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These documents may be made available in alternative form upon request by contacting Joy Johnson, ADOH Special Needs Division at 602-771-1026 or via email at [joy.johnson@azhousing.gov](mailto:joy.johnson@azhousing.gov)