



Arizona Department of Housing 2024 Information Bulletin

REGARDING PROGRAMS: Rental Compliance

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit (LIHTC), HOME, State and National Housing Trust Fund (HTF), and Neighborhood Stabilization Programs (NSP) Compliance

INFORMATION BULLETIN No. 01-24

ISSUED: January 5, 2024

RE: Annual Report, Compliance Fees and General Reminders

The Arizona Department of Housing (ADOH) would like to take this time to remind you of some key deadlines that are soon approaching.

Annual Reports – Due March 15th

ADOH no longer requires that the Annual Report be submitted as a hard copy. You can sign and submit the annual report electronically. Further instructions can be found in the Annual Report workbook located here:

<https://housing.az.gov/housing-partners/rental-compliance/adoh-line-reporting>

https://housing.az.gov/documents-links/forms/rental-compliance-monitoring?tid_2=All

Annual Reports for projects funded only with State Housing Funds (HOME/State HTF/National HTF/NSP) are not due until August 1, 2024.

Compliance Fees – Due March 15th

Compliance fees should be submitted via our online payment portal.

ADOH Payment portal, located here: <https://housing.az.gov/portals/adoh-payment-portal>

Invoices are no longer emailed to owners/agents. They can be obtained on the ADOH website by clicking the link below: <https://housing.az.gov/documents-links/housing-invoices>

New projects and projects with recent management changes, your invoices are in the process of being uploaded to the ADOH website. They will be added on or before January 31, 2024. If your invoice is not on the ADOH website by then please contact the Annual Report Review Officer or Compliance Program Manager as soon as possible.

Tenant Data – Due March 15th

One of the requirements of the Annual Report is to update tenant data in our HDS NextGen database. If you do not have access to this database or need to set up a new project, please contact the Annual Report Review Officer or Compliance Program Manager as soon as possible.

New projects that were placed in service and will be claiming credits in 2022 must submit an Annual Report by March 15, 2023.

General Reminder

Please be reminded that owners must ensure their communities are meeting all applicable inspection protocols for ADOH funded projects. Owners/Agents should be accepting, processing and completing all resident submitted work orders. These should be done in a timely and safe manner. Please note that there are no waivers or State imposed shelter in place mandates that allow owners to forego maintenance requirements. Failure to complete these will result in non-compliance status with ADOH.

NSPIRE Inspection Protocol

Starting Jan. 1, 2024 the ADOH Compliance Division will conduct physical inspections to ensure that projects are suitable for occupancy per the NSPIRE inspection protocol. ADOH strongly encourages Owners/Agents to prepare now and attend Training for the NSPIRE implementation that will start Jan. 1, 2024, and continue until the full implementation (for all programs) deadline of Oct. 1, 2024. During this “learning curve” period, projects must be “as compliant as possible”. ADOH reserves the right to be more restrictive than the program requires. More information regarding NSPIRE can be found at https://www.hud.gov/program_offices/public_indian_housing/reac/nspire

If you have any questions please contact Ms. Karen Garcia, Annual Report Review Officer at 602-771-1038 or via email at karen.garcia@azhousing.gov or Ms. Corinna Waddell, Compliance Program Manager, at 602-771-1068 or via email at corinna.waddell@azhousing.gov.



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