



# 2025 INFORMATION BULLETIN

**REGARDING PROGRAMS: Rental Development**

**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. 02-25**

**ISSUED: January 30, 2025**

**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.

## **LIHTC Annual Reports – Due March 15<sup>th</sup>**

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/programs/rental-compliance>

## **HOME/ State HTF/National HTF/NSP Annual Reports- Due August 1<sup>st</sup>**

Annual Report for projects funded only with State Housing Funds (HOME/State HTF/National HTF/NSP) are not due until August 1, 2025.

## **Compliance Fees – Due March 15<sup>th</sup>**

Compliance fees should be submitted via our online payment portal.

ADOH Payment portal, located here: <https://housing.az.gov/online-services/document-upload-portals/compliance-annual-report-portal>

**Compliance Fee Invoices** are no longer emailed to owners/agents. They can be obtained on the ADOH website by clicking the following link: <https://housing.az.gov/programs/rental-compliance/housing-invoices>. If your invoice is not on the ADOH website, please contact the Annual Report Review Officer or the Compliance Program Manager as soon as possible.

ADOH assesses a late fee (as outlined in the QAP) for every thirty (30) days the Applicant is delinquent in paying the monitoring fee after March 15<sup>th</sup>.

## **NextGen – Tenant Data upload – Due March 15<sup>th</sup>**

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. Please ensure that you and your software providers use the most recent NAHMA LIHTC Industry Standard XML (Version 7.0 & 8.0) for your tenant uploads to NextGen.

### **Annual Report for New Projects**

New projects placed in service and claiming credits in 2024 must submit an Annual Report by March 15, 2025.

### **General Reminder**

Please remember that owners must ensure their communities are meeting all applicable inspection protocols for ADOH-funded projects. Owners/Agents should accept, process, and complete all resident-submitted work orders in a timely and safe manner. Failure to complete these will result in non-compliance status with ADOH.

### **National Standards for the Physical Inspection of Real Estate (NSPIRE)**

As of October 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 protocol. More information regarding NSPIRE can be found at:

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/reac/nspire/standards](https://www.hud.gov/program_offices/public_indian_housing/reac/nspire/standards)

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/reac/nspire/toolkit](https://www.hud.gov/program_offices/public_indian_housing/reac/nspire/toolkit)

### **Tenant Income Certification (TIC)**

Please note below Part IV of the TIC now refers to the Imputed Income Limitation. More information can be found at: <https://www.huduser.gov/portal/datasets/inflationary-adjustments-notifications.html#year2025>

It is the Owner/Agents responsibility to apply the correct amount for each year to the TIC.

### **Asset Self-Certification Form and Worksheet**

This form will be required for full recertifications as of 04/01/2025. Both pages should be placed in the tenant file. This form is optional for projects that are 100% LIHTC and conduct Self-Certifications.

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

