
Arizona Department of Housing 2017 Information Bulletin

PROGRAMS: Low Income Housing Tax Credit (LIHTC), State Housing Fund (SHF) Programs

REGARDING: YE2018 Annual Reports, updated Compliance Manual & training opportunities

INFORMATION BULLETIN No. 02-19

ISSUED: January 7, 2019

RE: Release of YE2018 Annual Report Material and update to Compliance Manual

The Arizona Department of Housing (ADOH) is pleased to provide the YE2018 Annual Report material for both LIHTC and SHF projects. The LIHTC Annual Reports (AR) are due March 15th annually. The SHF Annual Reports are due annually on August 1st.

New to the YE2018 AR workbook are clarifications to the instructions for key requirements. Those include clarifying that only households occupying units for less than 6 months and over 140% households that occurred in the reporting year should be submitted. Financial statement submission requirements were also updated. Please see instructions tab for a more thorough look at what is required.

The Annual Reports can be found on the ADOH website or by clicking the link here:

<https://housing.az.gov/documents-links/forms/rental-compliance-monitoring>

ADOH, is also pleased to announce the creation of an Annual Report upload portal. Beginning with the March 15, 2019 annual report you will have the opportunity to upload your documents to the ADOH website. You will need to create a singular PDF file or a compressed ZIP file that includes all of the required documents. That file must contain the Annual Report workbook along with all of the required documents requested within. Your file must contain the name of the property, not the ownership entity, followed by "YE2018 Annual Report". For example; XYZ Apartments, owned by ABC Holdings, LLC, should submit a file with the naming convention of XYZ Apartments YE2018 Annual Report.

The upload portal can be found on the ADOH website or by clicking the link here:

<https://housing.az.gov/portals/document-upload-portals/compliance-annual-report-portal>

The ADOH Low Income Housing Tax Credit Compliance Manual has also been updated. Key additions/changes to the update are;

- Guidance on the Violence Against Women Act (VAWA),
- New Policy with regards to Self-Certification of income for 20%-40% units,
- How to treat unit transfers,
- Updated Income and Asset inclusions and exclusions.

Please click on the following link to find the updated Compliance Manual:

<https://housing.az.gov/documents-links/handbooks>

Lastly, ADOH would also like to remind you that there is only one training session available prior to when the Annual Reports are due for managers and managing agents to obtain the required training to satisfy the requirements in the Annual Report. The 2010 - 2019 Qualified Allocation Plans (QAP) requires that property managers of Low Income Housing Tax Credit (LIHTC) projects attend ADOH approved compliance training annually.

Training dates can be found on the ADOH website or by clicking the link here:

<https://housing.az.gov/training-events-0>

The first LIHTC Compliance Workshop is scheduled for February 4 and 5, 2019. The deadline to register is January 14, 2019. Your Annual Report may not clear if a training certificate is not provided.

For more additional information or if you have any questions contact Juan Bello, Senior Compliance Officer at (602) 771-1074 or by e-mail at juan.bello@azhousing.gov. Any general Compliance questions should always be directed to the Senior Compliance Officer.



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