

INDIANAPOLIS HOUSING AGENCY
RFQ TAX CREDIT COMPLIANCE SERVICES

Compliance Monitoring Questions and Answers March 12, 2010

1. Is there a consistent format in place for both hard copy and electronic copy of the resident files and the occupancy summary reports?
Ans: Yes
2. Is there a consistent format in place for both hard copy and electronic copies of the "owner income determinations"?
Ans: Yes
3. How many staff members are presently involved in performing this program compliance monitoring?
Ans: 2 at Blackburn, 1 at Twin Hills, 2-Laurelwood, 1 at Rowney Terrace. The firm selected will be providing a review of the data collected by the staff members at each property.
4. If this program compliance monitoring is currently being outsourced, what is the name of the company providing these services?
Ans: The equity closing for the credits was in February, 2010. This is not currently being outsourced.
5. What is the individual break down of pricing the agency is paying for these services?
Ans: IHA does not have a contract with anyone right now.
6. Will the Agency be providing copies of respective files to be reviewed, or will such review need to be performed on the project site or at the City?
Ans: The files will be electronically forwarded. They will be available at the property site if need to be reviewed. The City is not involved in this project or process.
7. Please provide a listing specifically detailing the property make-up of your _538 unit portfolio requiring monitoring? (e.g., # single family homes, # 1-4 unit properties, # multi-family properties and # of units per property, etc)
Ans: Blackburn-66 multi-family buildings: 24- 1 BR; 96- 2BR; 104-3 BR; 10-4 BR; 9-5 BR for a total of 243 units. Twin Hills 18 multi-family buildings: 6-1BR; 20-2BR; 28-3 BR; 8-4BR; 2-5 BR for a total of 64 units. Laurelwood 39 multi-family buildings: 28-2BR; 70-3BR; 28-4BR; 9-5BR for a total of 135 units. Rowney 32 multi-family buildings: 20-2BR; 47-3BR;19-4BR; 10-5BR for a total of 96 units.
8. What is the Agency's preferred electronic document format? Ans: pdf
9. Does the Agency have a standardized form for project information to be transmitted?
Ans: Yes
10. Does the Agency have a standardized format in place for reporting findings of non-compliance? Ans: Yes

11. Does the Agency provide the rent and income limit information to owners and management? If not, where is it obtained? e.g. – HUD, State, County, etc. Ans: The Agency is the owner and the management.

12. Can you please provide a copy of your income eligibility screening guidelines?

Ans: We verify all income as provided from the applicant through third-party verification to determine whether they are income eligible.

END OF QUESTIONS AND ANSWERS

3/12/10