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To: Real Estate Department Partners **Notice: RED-20-18**  
From: Real Estate Department  
Date: March 11, 2020- **UPDATED March 16, 2020**  
Re: **Inspection and Monitoring Policy re: COVID-19- UPDATE #1**

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*IHCDA continues to monitor the situation with COVID-19 in Indiana as circumstances change and additional information becomes available. To provide transparency and customer service, IHCDA will update this RED Notice on a weekly basis with any updates to policies or procedures. **Red font below indicates new or amended information as of March 16, 2020.***

In response to concerns related to COVID-19 (commonly known as novel coronavirus), IHCDA is implementing the following policy for inspections and monitoring for the safety of tenants and IHCDA staff and contractors.

**Tax Credit Progress Inspections:** These inspections are conducted by IHCDA's Design and Construction Review Analyst Doug Newport at active construction sites.

- If activity is new construction or rehab with no tenants in place, IHCDA will continue conducting progress inspections.
- If activity is rehab with tenants in place, IHCDA hereby ceases conducting progress inspections until further notice.

**Tax Credit Pre-8609 Inspections:** These inspections are completed by IHCDA's Design and Construction Review Analyst Doug Newport after construction completion but before issuance of the tax credits via IRS Form 8609.

- IHCDA hereby ceases conducting any pre-8609 inspections until further notice.

**HOME/CDBG/HTF Physical Inspections for Award Closeout:** These inspections are conducted by IHCDA's contractor Van Marter at construction completion to begin close out of the award.

- Van Marter has been instructed to not conduct any additional inspections until further notice.

**HOME/CDBG/HTF File Monitoring for Award Closeout:** These monitorings are conducted by IHCDA's Compliance Auditor Anita Smith to close out the award.

- Until further notice, all closeout file monitoring will be completed as desktop reviews (files sent to IHCDA).



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Lieutenant Governor  
Suzanne Crouch



**Affordability Period / Compliance Period Physical Inspections:** These inspections are conducted by IHCD's contractor Van Marter for projects that are in their compliance period or affordability period based on a regular inspection schedule (generally once every three years).

- Van Marter has been instructed to not conduct any additional inspections until further notice.

**Affordability Period / Compliance Period File Monitoring:** These monitorings are conducted by IHCD's Compliance Division for projects that are in their compliance period or affordability period based on a regular monitoring schedule (generally once every three years).

- Until further notice, all file monitoring will be completed as desktop reviews (files sent to IHCD).
- No interruption in review of 2019 Annual Owner Certifications.

**Tenant Complaint Inspections:** These are unscheduled inspections that occur as a result of tenant complaints received by IHCD.

- The decision on whether to conduct a tenant complaint inspection will be made on a case-by-case basis. Factors to be considered will include, severity of alleged issue (e.g. is it a life and safety issue), occupancy of the building (e.g. is the building age-restricted or otherwise occupied by particularly vulnerable populations), etc.

**Local Subcontracting Agency Quality Assurance Inspections:** These inspections are conducted by IHCD's contractor Van Marter for the Housing Choice Voucher program to perform quality assurance testing on inspections performed by Local Subcontracting Agencies:

- Van Marter has been instructed to not conduct any additional inspections until further notice.

**Initial HQS Inspection:** These inspections are conducted by either the Local Subcontracting Agency or Van Marter and must take place before a Housing Choice Voucher holder can move into a vacant unit to ensure the unit meets Housing Quality Standards.

- So as not to hold up voucher holders from being able to move into units, Initial HQS inspections will continue at this time. **The LSA should notify IHCD with any concerns.**

**Annual HQS Inspection:** These inspections are conducted by the Local Subcontracting Agency to ensure units occupied by Housing Choice Voucher holders continue to meet Housing Quality Standards:

- Local Subcontracting Agencies have been instructed to not conduct any additional inspections until further notice.

**Local Subcontracting Agency Quality Assurance Monitoring:** These monitorings and technical assistance visits are conducted by IHCD's Housing Choice Voucher Quality Assurance Analyst to ensure that Local Subcontracting Agencies are properly administering the Housing Choice Voucher Program on behalf of IHCD.

- All visits are postponed until further notice.

**Management and Occupancy Reviews ("MORs"):** These monitorings are conducted by IHCD's contractor Indiana Quadel for the Section 8 Project Based Rental Assistance program.

- In conjunction with policy issued from HUD's Office of Multifamily Housing on 3/13/20, all MORs are postponed until further notice.

Questions about this notice can be directed to Matt Rayburn, Deputy Executive Director and Chief Real Estate Development Officer, via [mrayburn@ihcda.in.gov](mailto:mrayburn@ihcda.in.gov) or 317-233-9564.